

# General Council of Winnipeg Community Centres

## ***PROVINCIAL CAPITAL GRANT APPLICATION FORM***

- PURPOSE** To provide funding assistance to Community Centres for funding of Capital Projects such as facility upgrades, renovations, retrofits, safety repairs.
- WHO MAY APPLY** Community Centres as recognized by the City of Winnipeg/GCWCC and located within the City of Winnipeg boundaries are eligible for funding.
- ELIGIBLE PROJECTS** Projects that provide sustainable recreation, sport and leisure benefits to the community.
- APPLICATION DEADLINES** Project proposals are to be submitted to the GCWCC office no later than:
- |               |                       |
|---------------|-----------------------|
| Winter Intake | <b>January 15th</b>   |
| Spring Intake | <b>May 15th</b>       |
| Fall Intake   | <b>September 15th</b> |



## APPLICATION INFORMATION

- The application must be fully completed.
- A copy of the minutes noting board approval (motion ) of the grant application must be attached.
- The application **MUST INCLUDE** all requested financial documents, including the latest monthly statement and last Annual Reviewed Financial Statement.
- The Centre must submit **ORIGINAL** invoices prior to receiving the grant funding.
- GCWCC will award no more than **ONE APPLICATION** from a Community Centre within a **12 MONTH PERIOD**.
- Only **ONE APPLICATION PER CENTRE** and **ONE PROJECT PER APPLICATION** will be considered per intake.
- Applications **MUST BE ENDORSED** by the Community Services Department.
- Grant monies awarded must be expended **WITHIN TWO (2) YEARS OF APPROVAL DATE**.
- **INCOMPLETE APPLICATIONS** will be returned.

## ELIGIBLE PROJECT COSTS

- Labour
- Materials
- Provincial Sales Tax
- Other costs that have been approved in advance and are considered to be direct and necessary for the success of the project.

## INELEGIBLE PROJECT COSTS

- Direct or indirect operating or administrative costs
- Expendable equipment (i.e. uniforms, sport equipment)
- Tractors, snow clearing equipment, ice surfacing equipment
- Regular maintenance costs
- Goods and Services Tax for which the applicant is eligible for a tax rebate

# GCWCC PROVINCIAL CAPITAL GRANT APPLICATION FORM

NAME OF CENTRE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT DESCRIPTION: (Your description must identify the principle activities of your project, how you will organize and implement these activities.)

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PROJECT BENEFITS:

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DURATION OF PROJECT:

FROM \_\_\_\_\_ 20\_\_\_\_ TO \_\_\_\_\_ 20\_\_\_\_



**PLANNED EXPENDITURES**

Itemize and list project. costs ( i.e. labour, materials) Attach copies of three estimates.

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
	PST \$ _____
	<b>TOTAL</b> \$ _____

**PROJECT INCOME SOURCES**

**IMPORTANT:** INDICATE CONFIRMED SOURCES OF INCOME.

		Confirmed	
		Yes	No
Centre's Contribution	\$ _____	Yes _____	No _____
Community Incentive Grant	\$ _____	Yes _____	No _____
Community Places Grant	\$ _____	Yes _____	No _____
Donations	\$ _____	Yes _____	No _____
Other: _____	\$ _____	Yes _____	No _____
GCWCC Capital Grant Request	\$ _____		
<b>TOTAL:</b>	<b>\$ _____</b>		

**FINANCIAL SUMMARY**

Total Current Assets: (include all accounts & investments) \$ \_\_\_\_\_

Committed Funds: (pending major projects\*) \$ \_\_\_\_\_

\*Project and Expected Completion Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**COMMUNITY CENTRE BOARD ENDORSEMENT**

We certify that the information provided in this application is accurate, complete and endorsed by the Board of the Centre we represent. We further agree that the General Council of Winnipeg Community Centres will receive a full accounting of any monies granted.

President's Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**NOTE: ENSURE ALL OF THE FOLLOWING ITEMS ARE INCLUDED.**

- Centre's current monthly financial statement (s).
- Copy of all current bank statements.
- Centre's current Reviewed Annual Financial Statement
- Copy of Board Minutes which include a motion to make application for the GCWCC Capital Grant.

**FAILURE TO INCLUDE ALL SUPPORTING DOCUMENTS WILL RESULT IN THE APPLICATION NOT BEING CONSIDERED.**

