



PROGRAM FUNDING GRANT

PURPOSE: The Program Funding Grant focuses on initiatives to assist Community Centres achieve the following four program objectives:

1. Develop new, long-term recreation or leisure program initiatives designed to meet the needs of the neighbourhood.
2. Sustain current programs that are responding to specific neighborhood needs.
3. Support initiatives that will increase Community Centre participation.
4. Offer leisure recreation and leadership opportunities that will improve the quality of life in the neighborhood.

WHO MAY APPLY: All City of Winnipeg community centres are eligible to apply.

ELIGIBLE PROJECT COSTS: Costs related directly to the program in the areas of:

- Staffing wages/vacation pay, MERCs up to \$15/ per hour
- Staff/volunteer training
- Supplies/materials (I.e.: craft supplies, books, games)
- Equipment, program specific (I.e.: basketballs, hula hoops, jump ropes)
- Transportation fees

INELIGIBLE:

- Furniture, appliances, tools
- Electronics/AV equipment
- Food/snacks costs
- Utilities & retroactive expenses
- Community centre repairs
- Daycares or camps that offer daycare
- Third Party programs
- Cleaning Supplies
- One day special events

CRITERIA: Funding will be considered where:

- Projects have not started.
- Projects address at least one of the program objectives as listed above

- Projects have the support of the Centre's Board of Directors
- Projects are in response to a demonstrated need or interest in the community.

LEVEL OF ASSISTANCE: Financial support is based on quality or merit of the project and the ability of the Centre to make effective use of the fund. Funding will be based on the availability of funds.

- Grants may be approved at a level lower than requested, or only a specific portion of the request.
- Projects are not supported indefinitely.
- Projects which involve funding or assistance from other sources will be encouraged.
- Projects will not be funded retroactively.

APPROVAL PROCESS: Applications will be reviewed by GCWCC management. Incomplete applications will be returned. The approval process may take up to two (2) weeks.

APPLICATION DEADLINE: Applications will be accepted on a year-round basis.

EXPENDITURES/ACCOUNTABILITY: The Centre's Board of Directors is accountable for all funds expended and are charged with the responsibility of seeing that these funds are expended for their intended purpose.

- The Centre must submit invoices & proof of program execution prior to receiving their grant allocation. Dependent on the nature of the project, funding may be disbursed on a prorated percentage basis.
- For any new programming, remember to ensure you have done Child Abuse Record and/or Criminal Record Checks with any new volunteers.
- Important, program funding grant evaluation form must be submitted with your proof of program execution to receive approved funds.

Please Note: Grant monies awarded MUST be expended within 6 months of the program end date as indicated on the application.

PROGRAM FUNDING GRANT APPLICATION

Name of centre:			
Name of main Contact:		Phone number:	
Mailing address:		Postal code:	
Email:			

Date of project:	Start up:	Projected end date:
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Descriptive project name:	
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Project Objectives - Check off those which apply to your project

To develop a new program

To sustain a current program

To increase participation

To offer leisure & recreation

Other, describe below

What age group is this project targeting? _____ Projected # of participants _____

What is the goal of the project?

Who will be responsible for the administration of the program?

To apply, you will need:

- Community Centre's most recent monthly financial statement.
- Meeting minutes indicating the Board has approved the application for the grant.

Related Project Costs: (a list of equipment and costs MUST BE ATTACHED on a separate sheet)

1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
	Total Project Cost	\$

Other Project Resources: (I.e.: registration fee, grants, donations)

1.		\$
2.		\$
3.		\$
4.		\$
	Total Project Income	\$

GCWCC Programming Grant Request (Cost minus Income)	\$
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Please indicate any volunteer involvement in the project: (i.e. Supervisory Staff)

Please feel free to provide additional information on a separate sheet.

We, the undersigned, hereby certify that we are the authorized signing officer(s) of the Community Centre, and this application is accurate to the best of our knowledge.

Signature	Position	Date
Signature	Position	Date

Must be included with application:

- Two signing authority signatures are required above
- Community Centre's most recent monthly financial statement**
- Meeting minutes indicating the Board has approved the application for the grant.

REMINDER: To receive funding, Community Centres must submit a completed program funding grant evaluation form with proof of program execution.