



Community Centre Renovation Grant Program



Request for Funding Part Two

Applicants must have completed all requirements for Request for Funding Part One. Late or incomplete applications will not be considered.

Privacy Statement: Personal information is collected under and protected by S. 36(1)(b) of The Freedom of Information and Protection of Privacy Act. Personal information will be used to support the administration of the City of Winnipeg's Community Centre Renovation Grant Program, including the grant application intake, review and award processes. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9, or by telephone at 311.

Legal Name of the Community Centre		
Mailing Address		
Community Centre's Project Manager/Contact	Primary Contact Name: _____ Phone: _____ Email: _____	Alternate Contact Name: _____ Phone: _____ Email: _____
UFF Accountability Requirements <i>Applicants must be current on UFF accountability requirements. Contact your Community Centre Liaison if you have questions.</i>	We confirm that all documentation is current.	
Project Name		
Project Description and Benefits Have the project plans changed since Request for Funding Part One was submitted? Yes No If yes, on a separate page, please describe the revised project and the benefits to the Community Centre.		
Project Timeline <i>Project must be complete, with all funds expended, within 18 months of award date.</i>	Estimated Start Date: _____ Estimated Completion Date: _____	
Projected Expenditures (including GST & PST) <i>Itemize and list project costs (design fees, labour, materials, etc.). Attach copies of related quotes or estimates that match the scope of work provided to you. Amounts must match your chosen quote(s).</i>	1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ 4. _____ \$ _____ 5. _____ \$ _____ TOTAL PROJECTED COST \$ _____	
Amount Requested <i>From Community Centre Renovation Grant Program (maximum is \$100,000 per project)</i>	\$ _____ Total amount requested from the grant cannot include contingency funds.	

(continued on next page)

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<p>Additional Project Funds <i>Sufficient funding to complete the project must be confirmed prior to release of any Community Centre Renovation Grant funding. Please attach information on all funding sources. Please include any Community Centre contributions.</i></p>	<table> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td colspan="2">TOTAL FUNDING</td> <td>\$ _____</td> <td colspan="2"></td> </tr> </table> <p>Total funding must match total projected cost.</p> <p>If funding sources are unconfirmed, is the project scalable/adaptable to reduced funding? Please explain:</p>	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	TOTAL FUNDING		\$ _____		
\$ _____	from _____	Confirmed	Y	N																						
\$ _____	from _____	Confirmed	Y	N																						
\$ _____	from _____	Confirmed	Y	N																						
\$ _____	from _____	Confirmed	Y	N																						
TOTAL FUNDING		\$ _____																								
<p>Contingency Funds <i>Applicants are encouraged to include a contingency amount in their project budget in case of unforeseen circumstances or increase in costs.</i></p>	<table> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> </table>	\$ _____	from _____	Confirmed	Y	N																				
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<p>Attachments <i>Failure to include supporting documents will result in application being deemed incomplete and not considered.</i></p>	<p>Board minutes which include a motion confirming the board agrees to the project, budget, community centre contribution, and any contingency funds as applicable</p> <p>Three contractor quotes for construction work that match scope of work (if fewer than three quotes, there must be an explanation why)</p> <p>If applicable:</p> <table> <tr> <td>Confirmation of other project funding</td> <td rowspan="3">Any report from authority having jurisdiction (fire department or health inspection reports if related to request for funding)</td> </tr> <tr> <td>Consultation fees/proposal</td> </tr> <tr> <td>Drawings and plans</td> </tr> </table>	Confirmation of other project funding	Any report from authority having jurisdiction (fire department or health inspection reports if related to request for funding)	Consultation fees/proposal	Drawings and plans																					
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Applicants should not assume approval of their application until notified in writing. Community Centres must obtain project approval and written sign-off by the City of Winnipeg prior to initiating work.

COMMUNITY CENTRE BOARD ENDORSEMENT

<p>We certify that the information in this application is accurate, complete and endorsed by the Board of the Community Centre we represent.</p>	
<p>President's Name: _____</p>	<p>Treasurer's Name: _____</p>
<p>President's Signature: _____</p>	<p>Treasurer's Signature: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>

City of Winnipeg **Signage Requirements**

No person or business shall display, install, or affix any sign, symbol, notice, or lettering of any kind anywhere on City of Winnipeg-owned assets or property without approval by the City of Winnipeg.

To have a sign approved, submit proposed sign design to marketing@winnipeg.ca.

Be sure to include:

- all text in legible font, graphics, and logos
- **Note:** For signage in recognition of sponsorships and/or donations, only the sponsor and/or donor relationship with the City of Winnipeg will be recognized on the sign.
- proposed sign dimensions
- fabrication specifications
- proposed location of sign
- plan for installation

Submitted sign designs will be reviewed by departments to ensure compliance with all relevant City of Winnipeg by-laws, policies, and processes.

City staff will convey approval or comments back to the applicant within fifteen (15) business days.

Signs must not be installed until approval is provided from the City of Winnipeg to the applicant in writing.

Upon approval, applicants are responsible for all costs related to:

- fabrication of the sign
- installation*, repair, replacement, and/or removal of the sign
- insurance required by the City of Winnipeg

* Installation of the sign must be done by (a) City of Winnipeg staff, or (b) a City of Winnipeg approved contractor under the supervision of City of Winnipeg staff.