# What is the Community Projects Grant?

A fund administered by the Brandon Neighbourhood Renewal Corporation (BNRC) to support community projects for up to $5,000.

The purpose of the grant is to support small projects that bring people together and respond to priorities of the BNRC’s 5 year Community Plan. A copy of the most recent plan can be found at www.bnrc.ca. Funds are provided to local groups that require modest short-term project funding and include a sustainability plan.

# What are BNRC’s objectives?

* Neighbourhood Capacity & Empowerment
* Housing & Homelessness
* Economic Development
* Crime & Safety
* Recreation & Wellness

# Who can apply?

Non-profit organizations or community based organizations (incorporated and unincorporated).

# What projects are eligible?

Projects should address:

* Capacity Building (eg. outreach activities such as consultations, newsletters and meetings)
* Stability (eg. beautification activities such as community gardens, murals, and clean-ups)
* Well-being (eg. social/recreational activities such as street festivals, after-school activities and support groups)
* Economic Development (eg. skill building activities such as home repair workshops, personal development workshops and employment/volunteer development)

Preference will be given to projects that are located in or of significant benefit to residents in the BNRC District and have strong community support.

The NRC District boundary extends from 24th Street in the west, Park Avenue in the south, Franklin Street in the east and to the Assiniboine River in the north.Eligible costs include:

* Honoraria (single, nominal fee or material payment for contribution to an event which fees were not pre-determined)
* Short-term wages (summer employment, etc.)
* Supplies, venue rental, advertising, food and beverages

Community Project grants are not eligible for:

* + on-going operating expenses;
  + payments of stipends to project participants;
  + contributions to wages;
  + repairs to public or non-profit facilities (unless property is available free of charge to community and repairs are related to community use);
  + re-development of private property
  + projects already in progress or completed
  + revenue generating events (ie: fundraising through ticket sales)
  + kits, supplies, equipment or items of any kind with intent of remaining with individuals.

Normally, costs of organizing a project or event are expected as an in-kind contribution by the organization and are not eligible for funding.

# When are applications due?

Applications are due on the first of February, May, August and November. Applications should be submitted at least 45 days prior to the anticipated project start date to allow for the approval process. Applicants are encouraged to review their proposal with the BNRC Coordinator prior to submission.

# How are grants paid?

Grants are contingent on funding availability. Upon submission of a signed Memorandum of Agreement, the organization submits receipts and/or paid invoices covering approved expenses. A cheque will be issued for the amount claimed. In cases where advanced funds are necessary to carry out the project an advance cheque of up to 50% of approved funding can be issued.

Upon completion of the project all applicants provide:

* a final financial statement, receipts, expense sheet proving expenditure of total grant for eligible costs;
* a final report including an evaluation and pictures (if available); as well as
* a declaration of any revenues

Any funding not proved to be spent must be returned to the BNRC within 30 days of project completion (or by March 1st whichever is first). Projects not completed within the time frame are expected to return any advanced funds. Dollars **MUST** be proved spent by **March 1st**. Projects not started within the year of approval are considered expired.

# How do you apply?

Applications are available at the BNRC office (410 9th Street) or online at **www.bnrc.ca**. If you have any questions please contact the Coordinator, at 729-2490 ext 104 or [community@bnrc.ca](mailto:community@bnrc.ca)

# SECTION A – APPLICANT CP2526 -

|  |  |
| --- | --- |
| **Project Title:** |  |
| Name of Organization/Group: |  |
| Physical Location of Project: |  |
| Project Start Date: |  |
| Project Completion Date: |  |

**Please list two individuals with signing authority for this project.** (*Any changes in signing authority during the project must be submitted in writing to the BNRC)*

**Primary Contact** (This is the individual and mailing address that the Board decision will be mailed to)

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| (including Postal Code) |  |
| Phone: |  |
| Email: |  |

**Secondary Contact** (This is the individual that will be contacted should the first person not be available)

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| (including Postal Code) |  |
| Phone: |  |
| Email: |  |

**List all persons on the planning committee for this project.**

# SECTION B– Introduction

1. **What is the purpose or goal of your project?**

1. **Describe the target population addressed by your project.** (Include percentage of BNRC residents.)
2. **What community partners are working with you on this project?**
3. **What neighbourhood support is there for your project? Please indicate with letters of support. Letters of support should be a maximum of 3, and come from a variety of sources including: other funders, partner organizations, people in the community who have benefited or would benefit from this type of project.**

**SECTION C - Project Overview**

1. **Describe the project activities and timeline. Please be as detailed as possible.**
2. **Please indicate any of the following ways you are able to recognize the BNRC if your project is funded**

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| --- | --- |
| **Logos on promotional materials:** |  |
| **BNRC sign at event:** |  |
| **Social Media** (include links)**:** |  |
|  |  |
| **Newspaper:** |  |
| **Radio:** |  |
| **Websites:** |  |
| **Announcement at Event:** |  |
| **Other** (please list)**:** |  |
|  |  |

1. **What are the anticipated outcomes? How will you measure the success of your project?**
2. **Explain how your project will affect the community and its members.**
3. **How is your project unique to the community?**
4. **What are your future plans for this project, including how you will make this project sustainable? (If applicable)**

**SECTION D – PROJECT BUDGET**

##### Please list and itemize ALL project revenues and expenses. Include cash and in-kind contributions being supplied by your organization as well as cash and in-kind (IK) contributions from other partnering groups and funders. Quotes are expected for all items over $250.00. Preference will be given to projects that demonstrate multiple funders.

\*If necessary, re-formatting can be done on the table to accommodate a higher number of partners or expenses.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BNRC (amount requested)** | Cash/IK | **Partner** | Cash/IK | **Partner** | Cash/IK | **Total** |
| **Revenue** |  |  |  |  |  |  |  |
| Confirmed |  |  |  |  |  |  |  |
| Unconfirmed |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Revenues |  |  |  |  |  |  |  |
| **Expenses** |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| Total Expenses |  |  |  |  |  |  |  |

**Application Checklist**

* Completed Community Projects Application Form
* Letters of Support from project partners
* Quotes for listed expenses over $250
* Additional information you would like to add to the application.

# SECTION E - PROJECT SUBMISSION CERTIFICATION

This Application to the COMMUNITY PROJECTS PROGRAM is Legally Submitted By:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized Project Representative 1 |  | Position Title |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Authorized Project Representative 2 |  | Position Title |
|  |  |  |
| Signature |  | Date |