**Community grant application form**

*This Word document has been created to help you complete your application offline before submitting your online application. It is strongly recommended that you complete your application offline, then copy and paste your answers into the online form. Please save a copy of this document for your records and to assist you with completing your final report and any future applications.*

**Required documentation**

You must include an organizational budget and financial statements with your application. You will not be able to submit your application if these documents are not attached.

In addition, a full project/initiative budget must also be attached if the funds are to be used for a project/initiative, rather than for operational funding.

**Local services**

You must offer services in Moncton in order to be eligible for a grant.

**For major and multi-year grant applicants**

**Information session**

An information session to assist with completion of the major and multi-year grants application was held in person and recorded and posted on the [Community Grants page](https://www.moncton.ca/grants).If you did not attend in person, you must view the session online before completing your application.

**Past funding**

Your organization must have received funding from the City of Moncton for at least **three of the past five years** to meet the eligibility criteria for a major and multi-year grant.

If you do not qualify at this time, please see one of the other grant streams – quality of life grants, cultural grants, or immigration grants – to determine the best overall fit for your organization.

**Funding Stream**

Please select the funding stream under which you are applying:

* Major and multi-year ($10,000+)
* Cultural (up to $10,000)
* Quality of life (up to $10,000)
* Immigration (up to $10,000)

**Eligibility**

If any of the following apply to you, your organization is not eligible to apply for a community grant from the City of Moncton.

Please also view [other potential grant opportunities](https://monctonnb-my.sharepoint.com/node/1040) for your organization.

* For-profit organization
* Government agency or government-affiliated organization
* Group affiliated with any political party
* Group aligned with any religious affiliation
* Commercial venture
* Private educational institution
* Group using funds predominantly outside of the City of Moncton
* Organization that has defaulted on past project grants
* Organization has outstanding final reports due to the City of Moncton from prior grant year

**Contact information**

Applicant organization’s legal name:

Mailing address for correspondence:

Physical address (if different):

Contact information for person responsible for filling out application:

Name:

Email:

Phone number:

**Organization information**

Do you have a Board of Directors? Yes/No

If yes, list at least one and up to four executive officers. Include name, title, email, phone number, and address for each.

If no, please explain your governance structure.

**About your organization**

Sector

* Registered charity
* Non-profit
* Public post-secondary

If a registered charity, provide your charitable tax number:

If applicable, provide your:

Incorporation number:

Date of incorporation:

Which of the following categories apply to your organization? (Check all that apply.)

* Leisure
* Cultural
* Environmental
* Social inclusion
* Educational
* Settlement services
* Other (if other, please specify additional categories)

Please provide the following information about your organization:

* Total number of full-time employees:
* Total number of part-time/contract employees:
* Total number of annual volunteers:
* Total number of annual volunteer hours:
* Total number of members (if applicable):

Is your organization based in Moncton? Yes/No

Please explain what services are offered in Moncton. (max. 250 words)

Is your organization a branch of a provincial, regional, or national organization?

If yes, please provide details, including whether your organization receives funding or non-financial support from the overarching body. (max. 250 words)

How long has your organization been in existence in the City of Moncton?

* Less than one year
* One to five years
* Six to 10 years
* 11 to 20 years
* More than 20 years

Please share your organization’s mission, vision, and goals. (max. 500 words)

Do the services or programs for which you are applying for funding fall under provincial or federal areas of responsibility? (e.g. education, healthcare, social services, etc.) Yes/No

If yes, please provide details. (max. 250 words)

Please list the organizations with which you have direct partnerships and/or collaborations. Examples of types of collaboration may include shared programs, funding, or in-kind support such as logistics, services, etc. Please list a maximum of 10, in order of importance to your organization. For each include the partner and the type of collaboration.

**Funding request information**

*Please note: there are different questions depending on what stream you are applying under. Please find the correct section below and answer the question in your section only. The online form will automatically show only the questions that apply to you.*

**Major and Multi-Year Grant Applications**

**Purpose of Grant Fund Request**

Is this request for a single or multi-year grant?

* Single year (major grant)
* Two years (multi-year)
* Three years (multi-year)

How much are you requesting annually from the City of Moncton?

Year 1:

Year 2 (if a multi-year grant):

Year 3 (if a multi-year grant):

Is this an operational, project-based, or capital project?

* Operational
* Project-based/Capital
* Both

Do you have a strategic plan? What key things are you trying to accomplish in that plan? (max. 500 words)

What are your past successes with the City of Moncton funding? (max. 500 words)

How do you keep your supporters, as well as the general public, informed about your work? (max. 500 words)

How do you measure and report on the effectiveness of your program(s)? (max. 500 words)

**Request details**

Title of project (if applicable):

Please describe your project. What are your objectives? How will funds be used? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

How will the project or service impact the Moncton community? (max. 500 words)

In what ways does your organization have the qualifications, experience, and capacity to undertake this project? (max. 500 words)

How does your organization differ from others who offer similar services (if applicable)? (max. 500 words)

How will the City of Moncton's contribution be recognized? (You will be required to report on how funds were recognized in the final report.) (max. 500 words)

**Projected outcomes**

In order for an organization to be considered for a major or multi-year grant, **three to five projected outcomes** must be selected for initiatives they intend to achieve over the next year with the requested funding.

We have included examples of projected outcomes on the [Community Grants page](https://www.moncton.ca/grants) that you can use as a guide. Organizations are also welcome to create their own specific outcome as long as it is measurable.

Using common metrics allows us to gather data more effectively and demonstrates the impact allocated funding has on the City and its residents. These same projected outcomes will also be required to be reported on the year-end report to determine if organizations have met their targets. All organizational outcomes will be compiled and a report will be provided to City Council.

Outcome 1:

Outcome 2:

Outcome 3:

Outcome 4:

Outcome 5:

**Cultural Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton? (Must be less than $10,000)

Is this an operational or project-based project?

* Operational
* Project-based

**Request details**

Title of project (if applicable):

Please describe your project. What are your objectives? How will funds be used? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

How will the project or service impact the Moncton community? (max. 500 words)

In what ways does your organization have the qualifications and experience to undertake this project? (max. 500 words)

How will the City of Moncton's contribution be recognized? (You will be required to report on how funds were recognized in the final report.) (max. 500 words)

**Quality of Life Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton? (Must be less than $10,000)

Is this an operational, project-based, or capital project?

* Operational
* Project-based
* Capital

**Request details**

Title of project (if applicable):

Please describe your project. What are your objectives? How will funds be used? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

How will the project or service impact the Moncton community? (max. 500 words)

In what ways does your organization have the qualifications and experience to undertake the project? (max. 500 words)

How will the City of Moncton's contribution be recognized? (You will be required to report on how funds were recognized in the final report.) (max. 500 words)

**Immigration Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton? (Must be less than $10,000)

Is this an operational, project-based, or capital project?

* Operational
* Project-based
* Capital

**Request details**

Title of project (if applicable):

Please describe your project. What are your objectives? How will funds be used? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

How will the project or service impact the Moncton community? (max. 500 words)

In what ways does your organization have the qualifications and experience to undertake the project? (max. 500 words)

How will the City of Moncton's contribution be recognized? (You will be required to report on how funds were recognized in the final report.) (max. 500 words)

**Alignment with City of Moncton Strategic Priorities**

*Please note: there are different questions depending on what stream you are applying under. Please find the correct section below and answer the question in your section only. The online form will automatically show only the questions that apply to you.*

**Major and Multi-Year Grant Applications**

Grant requests for the City of Moncton are evaluated in-part based on their alignment to the City's strategic priorities. Please outline how this request is in alignment with the City's Strategic Plan: <https://www.moncton.ca/my-govt-work-city-council/strategic-plan>

Please select the pillars from the City of Moncton’s Strategic Plan that your work program for the upcoming year would address. You may select more than one pillar.

* Environment
* Social
* Culture
* Economy

If you have checked Environment, please explain how your project/organization helps Moncton to be a green community. (max. 250 words)

If you have checked Social, please explain how your project/organization helps Moncton to be a safe and healthy community. (max. 250 words)

If you have checked Culture, please explain how your project/organization helps Moncton to be a vibrant community. (max. 250 words)

If you have checked Economy, please explain how your project/organization helps Moncton to be a prosperous community. (max. 250 words)

**Cultural Grant Applications**

The City of Moncton grants are evaluated, in part, based on their alignment to the City's strategic priorities. Please demonstrate how your project/initiative addresses element(s) in the City’s [Cultural Plan](https://www5.moncton.ca/docs/plans/City%20of%20Moncton_Cultural%20Plan_2016-2026.pdf).

Please explain how your grant request or organization aligns with the City of Moncton’s Cultural Plan. (Refer to pages 24-32). (max. 500 words)

**Quality of Life Grant Applications**

Grant requests for the City of Moncton are evaluated, in part, based on their alignment to the City's strategic priorities. Please outline how this request is in alignment with the following plans:

* [City of Moncton Strategic Plan](https://www.moncton.ca/my-govt-work-city-council/strategic-plan)
* [City of Moncton Social Inclusion Plan](https://www5.moncton.ca/docs/social-inclusion-plan.pdf)

Please select the pillars from the City of Moncton’s Strategic Plan that your work program for the upcoming year would address. You may select more than one pillar.

* Environment
* Social
* Culture
* Economy

If you have checked Environment, please explain how your project/organization helps Moncton to be a green community. (max. 250 words)

If you have checked Social, please explain how your project/organization helps Moncton to be a safe and healthy community. (max. 250 words)

If you have checked Culture, please explain how your project/organization helps Moncton to be a vibrant community. (max. 250 words)

If you have checked Economy, please explain how your project/organization helps Moncton to be a prosperous community. (max. 250 words)

Please explain how your project/initiative aligns with the Social Inclusion Plan. (max 250 words)

**Immigration Grant Applications**

City of Moncton grants are evaluated, in part, based on the project/initiative's alignment with the City's strategic priorities. Please describe how your initiative is related to the [Greater Moncton Immigration Strategy](https://www5.moncton.ca/docs/immigration/GMIGM_2020-2024_Immigration_Strategy.pdf).

Please explain how your project(s) will address the objectives included in the Greater Moncton Immigration Strategy. (max. 500 words)

**Additional information**

Please provide all applicable information below that relates to your project/initiative/operations for the upcoming grant funding year. This would be what you expect or are projecting to occur with the use of this funding.

In December of the funding year, your organization will be required to report on the actual details/results realized with the funding on the year-end report. This information will be compiled and a report will be provided to City Council based on the actual information gathered from your year-end reports.

* Total # of people to be impacted or to benefit:
* Total # of child and youth participants:
* Total # of senior participants:
* Total # of new participants:
* Total # of new events/programming/services:
* Total # of programming hours delivered:
* Total # of free programming/events/services offered:
* Total # of participants benefiting from the free programming/events/services offered:

**Financial Information**

**Funding Sources**

Has your organization requested funding and/or received funding from other sources for the upcoming year? This would include funding sources such as, but not limited to, other levels of government, other City of Moncton grants, donations, fundraising, etc. Yes/No

If yes, please identify the sources of funding requested and received. If funding has been requested, but not yet awarded, you can leave the awarded section for that funding source blank.

For each source, please include:

* funding source
* requested funding
* awarded funding

Does your organization receive any in-kind support from the City of Moncton? Yes/No

If yes, please list the in-kind support provided.

**Required financial documents**

The following documents **must be submitted** with your grant application:

* **Organizational budget** (including revenues, revenue sources – confirmed and unconfirmed, expenses, revenue-in-kind, etc.)
* **Annual financial statements**
* Current **year-to-date internal financial report** as of May 31 of the current year
* If the grant funds being applied for are to be used for a project/initiative rather than for operational funding, a **project/initiative budget** is required, (including revenues, revenue sources – confirmed and unconfirmed, expenses, revenue-in-kind, etc.)

**Optional: supporting documents**

If applicable, please upload any and all other supporting documents. Examples include: letters of support that are specifically for the City of Moncton grant application, strategic plan, marketing material, minutes of the last AGM, outline of past years’ activities, operational plans, annual reports, etc.

The maximum upload size for each set of documents (financial and supporting documents) is 64 MB each.

NOTE: When uploading files, it is recommended to click the file name once and select "open" instead of double-clicking the file name.

Allowed types: gif, jpg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar, zip.