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NEIGHBOURHOOD MATCHING FUND APPLICATION FORM

CONTACT INFORMATION

Group Name (if applicable) _____

Applicant's Full Name _____

Full Address (including postal code) _____

Phone number (h) _____ (c) _____

Email Address _____

Alternate Contact Person _____

Phone number (h) _____ (c) _____

Email Address _____

How did you hear about the Neighbourhood Matching Fund?

Please provide a brief description of your group

PROJECT OVERVIEW

Description of the project: (overview of project, location, how many community members are involved, timelines for completion)



Purpose of the project (is the project responding to a need? If so, what is the need? How will the project improve the quality of life in the community?)

Identify who will be involved in the project (i.e. who will be your partners, do you plan on working with any local groups, organizations, or businesses? How do you plan to involve neighbours in shaping and carrying out the project?)

What risks do you foresee and what are the risk management procedures that will be implemented while carrying out the project (risks could be physical, financial, social, etc.)



FINANCIAL INFORMATION

Project Funding request \$ _____

Outline what you will be using the matching funds for

Project Budget

Attach a project budget. Include all revenues (donated supplies and services, volunteer labour, fundraising etc) and expenses related to the project. Ensure your 'match' is clearly outlined.

Example Budget outline (Community Garden, does not represent a complete budget for example purposes only).

Description	Revenue (Match)	Expenses
Wood for framing the gardens 2"x10"x14' - \$755 2"x4"x10ft - \$65 2"x2"x42" stakes - \$200		\$1020
Corner brackets (48 x \$3.59)		\$172.32
Wood Screws (500pcs)		\$25.68
Wire mesh fencing		\$520
Shovels (10x\$18)		\$180
Garden tools		\$420
Composter (industrial)		\$410
Wood Chips and Compost – donated from XYZ landscaping	\$275	
Seeds – donated from XYZ Garden Centre	\$161	
Volunteer labour (16 volunteers x 8 hours x \$14/h)	\$1792	
TOTAL	\$2228	\$2228



I, _____(name) agree to lead the group to undertake this project. I give a commitment that any funds received as a result of this application will be used solely for the purpose set out in this form. I acknowledge that the submission of this application does not guarantee funds will be awarded for the project.

Name: _____ Position: _____

Date: _____ Signature: _____

Name: _____ Position: _____

Date: _____ Signature: _____

Submission Deadline: March 28, 2013

Applications must be **dropped off** to:
Matching Fund Review Committee
Community, Culture and Recreation Service Department
3rd Floor
Waterloo City Hall
100 Regina Street South
Waterloo, Ont N2J 4A8

****REMINDER: BE SURE TO FULLY COMPLETE FILLABLE FORM PRIOR TO SAVING PDF FORM. YOU WILL BE UNABLE TO CHANGE/EDIT IT ONCE IT HAS BEEN SAVED.**

OFFICE USE ONLY

Application Received By: _____

Date application was received: _____

File number: _____

Entered into database