



Community Partnership Minor Capital Program Grant Application

Instructions:

Mail, fax, email or deliver the completed application to:

City of Ottawa
Recreation, Cultural and Facility Services Department
Parks and Facilities Planning Services
100 Constellation Crescent, 8th Floor West
Ottawa, ON K2G 6J8, Mail Code 26-51
FAX: 613-580-9612
Attention: Donna Williams or Renée Proteau

Information:

Refer to the Community Partnership Minor Capital Program Guidelines and Principles for more detailed information on eligibility and criteria. If you require assistance completing the form, or have inquiries contact:

Donna Williams, 613-580-2424, ext. 23169, Donna.Williams@ottawa.ca

Renée Proteau, 613-580-2424, ext. 26967, Renee.Proteau@ottawa.ca

1. Applicant Information

Name of group:

Type of group:

Contact Person:

Phone Number:

Email:

Address:

City:

Province:

Postal Code:

Application Received (dd/mm/yyyy):

Note :

- attach sketch or plan showing location of proposed project including existing structures, buildings or other significant features
- require written verification of matching funds by applicant
- require community association letter of support
- City of Ottawa tax receipts are available for individual or corporate donations for approved projects
- labour credit based on value of equivalent contracted services
- **application deadline dates: May 1 and September 1, 3:00 p.m. Late applications will not be considered.**

2. Project Description

Project Title:

Address:

City:

Province:

Postal Code:

Council Ward:

Project Description:

(provide a detailed project description listing components)

Anticipated Users:

(children, youth, adults, families, seniors – neighbourhood, community, city-wide)

Rationale For Project:

3. Other Information

Has your group received a grant previously under the Community Partnership Minor Capital Program?

Yes No

If yes, describe previous project(s):

a) location:

b) project:

c) completion date:

d) city contribution:

e) year grant was awarded

4. Financial Information

Expenditures (Actual or Estimated)

site preparation costs	
costs for major components (specify)	
1. <input type="text"/>	
2. <input type="text"/>	
freight	
installation	
taxes	
reinstatement costs	
other costs (i.e. required permits)	
Total Project Cost	

Sources of Revenue

funds raised by applicant group	
other revenues (specify)	
1. <input type="text"/>	
2. <input type="text"/>	
labour credit (based on value of contracted services)	
Community Partnership Minor Capital Grant Request	
Total Revenues	

5. Project Implementation

anticipated project start date (month/year)

Note: Grants **will not** be awarded to applicants commencing work prior to submission of a program application and receiving final project approval from the department.

anticipated project completion date (month/year)

Is this a phased project?

Yes No

If applicable, when will the next phase begin/finish?

6. Authorization

As an authorized representative of ,

I attest that all information contained in this application is accurate to the best of my knowledge.

Date

Signature of Representative

Municipal Freedom of Information and Protection of Privacy Act

Personal information provided by the applicant on the application form is collected for the purposes of the City of Ottawa's Community Partnership Minor Capital Program approved by Council on an annual basis. The information will be used internally within the city to administer your application.