



Thompson Neighbourhood Renewal Corporation

Unit B - 117 Commercial Place
Thompson, Manitoba R8N 1T1

APPLICATION

Small Grants Fund

Please give us a call
for more information
or for assistance
completing the
application.

T: 204-677-0760
F: 204-677-2247





OVERVIEW

TNRC Mission: Healthy Homes, Healthy Communities

TNRC Vision: Working with the community to promote a place of empowerment to influence positive change.

TNRC Values:

Advocacy • Capacity Building • Collaboration & Partnerships • Neighbourhood Improvement • Reducing Marginalization • Cultural Awareness & Acceptance • Economic Development • Inclusive • Empowerment

FAQs

What projects are eligible for funding?

Successful grants will:

- Enhance the strength and cohesion of the community
- Emphasize community building / connection activities
- Have identified support of local residents
- Be sponsored by local groups (not individuals)
- Not be used for wages (honorariums are eligible***)
- Not be used for capital improvements to private property unless the property has been made available, free of charge, for community use and the improvements relate to the proposed community use
- Project must take place with the City of Thompson

***NOTE: Costs such as honoraria for facilitators are eligible while payments of stipends to participants are not eligible.

Are there any project requirements?

- The project must meet the goals and values of the TNRC as outlined below.
- The project must be completed in the same year of applying.
- Maximum dollar amount is \$5,000.00.

What am I required to submit my application?

- Attach cover letter and quotes
- Complete the application - Section A to Section E
- Two (2) letters of support from a non-partnering agency or group
- Read and sign **Reporting Requirements** and agree to submit final reporting no later than 30 days after the project completion date



SECTION A: CONTACT INFORMATION

Project Title:		
Name of Organisation/Group:		
If approved, please indicate who cheque is made out to:		
Primary Applicant Contact Information		
Name:		
Address:		Postal Code:
Phone: (W)	(H)	(C)
Fax:	E-mail:	
Secondary Applicant Contact Information		
Name:		
Address:		Postal Code:
Phone: (W)	(H)	(C)
Fax:	E-mail:	

If applicable, list the supporting organizations that are involved with the project.

Committee/Planning Organization	Representative



SECTION B: PROJECT DESCRIPTION

PROJECT PRIORITY AREA(S) ALIGNMENT

[1] **Community Pride** – Cleanliness & Beautification; Neighbourhood Renewal; Cultural Programming; Promoting of Community & Community Events

[2] **Families First** – Affordable Housing; Community Safety Initiatives; Youth Programming; Promoting & Raising Awareness of Issues Facing Families

[3] **Capacity Building** – Capacity Building Initiatives for Not-For-Profits, Social Enterprises, Charities, & Co-ops

Project Start Date:	Project End Date:
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What does this project intend to change/address? What do you hope to accomplish?

Who will this project serve? Who is the target population?

Which of the priority area(s) does your project is most aligned? (Choose **one**)

- [1] *Community Pride*
- [2] *Families First*
- [3] *Capacity Building*

Indicate how your project will address the priority area(s) chosen.



Include two or three main key activities, using the “Project Priority Area(s) Alignment” list above, that your project would undertake.

1.	
2.	
3.	

Is there any additional project description/information you think is relevant for consideration?

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Has your organization/group applied for funding from the TNRC Small Grants Fund within the last three (3) years? () **Yes** () **No**

If yes, list the projects and dates funding was provided.

	Title of Project	Funding Date
1.		
2.		
3.		
4.		



SECTION C: PROJECT BUDGET

Budgetary Items	Estimated / Quoted Cost	Cash / In-Kind Contributions	Amt. Requested From TNRC	Total Expenses
Materials, Supplies, Equipment				
Advertising, Communications, Facility, Food				
Honoraria and Short-term Contracts – Example: Summer Recreation Program employing students are eligible. Honoraria are defined as single, nominal, monetary or material payment for a contribution to an activity/event accessible to community members free of charge. Contributions to ongoing employee wages are NOT eligible.				
In-kind Wages & Volunteer Hours – Max hourly rate for volunteers is \$15/hr. Hourly rate for paid staff (from each organization) must be as accurate as possible.				
Other – Please specify				
Total Cash and In-kind	\$	\$		
Amount Requested from TNRC			Total \$	
Total Project Cost				Total \$

NOTE: A complete budget outlining all expenses for the project is required.



SECTION D: OTHER FUNDING SOURCES

List ALL funding sources and amounts that have been received, applied for and/or intend on applying for.

	Source	Cash Amount (\$)	"In-kind" Value	Funding Received (Yes/No)	Funding Pending (Yes/No)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SECTION E: PROJECT SUBMISSION CERTIFICATION

This application to the TNRC's Small Grants Fund is submitted by:

Primary Applicant Signature

Secondary Applicant Signature

Position/Title

Position/Title

Date

Date



REPORTING REQUIREMENTS

(Acknowledgement, Final Report, Financial Reporting, and Evaluation)

Acknowledgement Criteria

TNRC signage will need to be posted during the event (signs will be provided upon request). For grants where a sign is not available or suitable, a photo of a representative of the TNRC and of the funding recipient will need to be taken so that acknowledgement can be submitted to the local newspaper or through social media. Any other newspaper articles/public service announcements of the event should recognize TNRC as one of the funders for the event.

TNRC requires that photographs are taken during the event and will require electronic copies for the completion of the file. Please ensure a photo release form is filled out and signed for all photos when required. Failure to meet this criterion, will result in any future projects being placed as lower priority to receive any future grants through the Small Grants Fund for the period of one (1) year.

Final Report

A Final Report must be submitted. This report should outline the activities that took place, the number of participants, volunteers, and community members, whether the project met its goals, the top two or three outcomes of the project and any other information you feel is appropriate. Please include photographs in the Final Report, preferably electronically.

Financial Reporting

A completed financial statement of the total project cost and revenues must be submitted no later than 30 days after the event date to the TNRC.

Copies of invoices/receipts for expenditures are required.

Any funds allocated by the TNRC that are not used must be returned upon completion of the project.

Failure to complete the final reporting in full, will result in funds being returned, and will impact your future ability to receive any future grants through the TNRC Small Grants Fund for the period of one (1) year.

I, _____, have read and understood the reporting requirements.

Signature: _____

Date: _____

NOTE: Final reports must be submitted to the TNRC 30 days after the completion of the project.