



## Small Grants Funding

The Dauphin Neighbourhood Renewal Corporation (DNRC) envisions a vibrant and sustainable community. Our mission is to empower our neighbourhoods through collaboration and leadership to build a healthy community.

### What is Small Grant Funding?

The purpose of the fund is to support small projects that bring people together and respond to priorities of the DNRC. Grants are administered to support community projects **up to \$5000**. Funding applications are reviewed on an on-going basis as funds are available. Organizations that are approved for a grant are only eligible to receive one grant per fiscal year (April 1st thru March 31st annually). The project must be completed and grant funds spent within said fiscal year.

### Who can apply?

Non-profit organizations or community based organizations within the City of Dauphin (incorporated and unincorporated) that have not already received a grant within the current fiscal year (April 1st to March 31st).

### What projects are eligible?

Eligible projects must contribute to community connection and address one or more of the following categories: 1) **Economic Development**; 2) **Housing and Homelessness**; 3) **Youth and Families** 4) **Community Connecting**; and 5) **Recreation and Green Space**

Eligible projects must also contribute to community connecting and address one or more of the following priorities:

**1) Neighbourhood Capacity Building** - Promotes neighbourhood consultation, outreach, awareness and collaboration. Develop projects that enhance knowledge, skills, and leadership, nurture individual and community pride and support that sustainability of programs.

**2) Neighbourhood Stability** - Promotes development of parks and community gardens, improves local amenities, contributes to neighbourhood beautification and clean ups.

**3) Neighbourhood Economic Development** - Promotes community economic development strategies and promotes local purchasing. Develop projects that provide local business opportunities, enhance employment, training and skill building activities.

**4) Neighbourhood Well-Being** - Promotes community connection, safety and recreation opportunities. Develop projects that reduce at-risk behavior, contribute to better health practices, strengthen tenant-landlord relations and improve neighbourhood cooperation.

**Please review DNRC vision, mission, and eligibility carefully to ensure that your project meets all of the broader guidelines of DNRC. Access to these documents and this application form at [www.dauphinrc.ca](http://www.dauphinrc.ca) or by contacting the DNRC office at (204) 701-1110 during regular office hours.**



# Part 1

# Application

**Office Use Only**

Date received: \_\_\_\_\_ Staff initial: \_\_\_\_\_

Date approved: \_\_\_\_\_ Staff initial: \_\_\_\_\_

Date funds sent: \_\_\_\_\_ Staff initial: \_\_\_\_\_

Date final report received: \_\_\_\_\_ Staff initial: \_\_\_\_\_

Date final funds sent: \_\_\_\_\_ Staff initial: \_\_\_\_\_

DNRC signature signifying project closed: \_\_\_\_\_



## Small Grants Funding Application

### Section A - APPLICANT

Project Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Physical Location of Where the Project Will Take Place: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

### Purpose/Mission of Organization:

Please list two individuals with signing authority for this project:

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### Applicant - Primary Contact Person for Project:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell or work: \_\_\_\_\_

Email: \_\_\_\_\_

Address for project correspondence: \_\_\_\_\_

### Applicant - Secondary Contact Person for Project:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell or Work: \_\_\_\_\_

Email: \_\_\_\_\_



**List All People on the Planning Committee for this Project**

**SECTION B - PROJECT OVERVIEW**

**What is the goal of your project? What need does this project intend to address/change? Approximate number of people directly/indirectly impacted by this project? How does it fit with DNRC's goals?**

**Community Partners Involved:**

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**Please indicate what each community partner will be providing to the project: (Be sure to include in-kind and monetary contributions made by partners in the revenue section of the budget).**

**How will you ensure your project is accessible to all members of the community?**

Will this project go ahead if DNRC does not provide funding?     Yes     No

Is this project a recurring event?     Yes     No

**Timeline of Project: (What will you do to make the project happen? Tell us about the activities and the dates of activities.)**

**Anticipated Impact of Project on City of Dauphin:**

Short-term impact of project:

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Long-term impact of project:

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**How will you measure the success of the project?**

**How is your project unique to the community?**

**What are your future plans for this project? (if applicable, how will you make the project sustainable?)**

**How does this project align with DNRC's 5 priorities or areas of emphasis? (as listed on page one of this application under project eligibility).**

**Have you applied for funding from DNRC in the past?**  Yes  No

If yes, list the last three projects and dates:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Have you attached two letters of support? Do the letters speak directly to the benefits of the projects?**

Yes  No

**Please check off any of the following ways you are able to recognize the DNRC if your project is funded.**

- Logos on posters and promotional materials
- DNRC sign at event, or where the project takes place
- Social media
- Advertising
- Announcement at event
- Other (Please list in the space below)



## SECTION C - BUDGET

Please list all project expenses - for example: detail the supplies, number of instructors/fees, etc). Include case and in-kind contributions being supplied by your group/organization, as well as from community partners. Specify the expenses you are requesting this grant to fund.

<b>Expenses</b> Provide an itemized list of project costs. Eg: Materials, Supplies, Advertising, etc	<b>Total Cost</b>	<b>Amount Requested from DNRC</b>
<b>Total Project Cost</b>		

**Other Funding Sources:** List all funding that you have received, applied for, or intend to apply for to support this project.

<b>Name of Contributor</b>	<b>Cash Amount</b>	<b>In-Kind (est. \$ value)</b>	<b>Confirmed or Unconfirmed?</b>



**Application Checklist**

- Completed Application Form
- Two letters of support from project partners
- Quotes for listed expenses
- Additional attached information you would like to add to the application

**SECTION D - PROJECT SUBMISSION CERTIFICATION**

This Application to the DNRC's Small Grants Fund is submitted by:

\_\_\_\_\_  
Authorized Project Representative 1

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Project Representative 2

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Part 2

# Reporting





## Small Grants Funding - Final Report

Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_

1. Briefly describe the project including specific actions taken and dates.
2. How many people attended your event/project?
3. What were the best parts of the project?
4. What are two things that you would change next time?
5. What is your evaluation of the project's impact on the community?
6. Please attach a brief financial statement for the project showing all costs and donations from other sources as well as copies of receipts or invoices that cover the amount you received as a grant from DNRC.

Signature of contact person for the project: \_\_\_\_\_

Date: \_\_\_\_\_

*On behalf of the community, DNRC would like to thank you for undertaking this project for the betterment of our neighbourhood. We appreciate the hard work and dedication shown by the completion of the project. We believe that working together leads to success and your project has demonstrated this belief.*