



## 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 Grants Funding?

The purpose of the fund is to support small projects that bring people together and respond to the priorities of the DNRC. Grants are administered to support community projects of up to \$2500. Funds are provided to local groups that require short term project funding. Funding applications are reviewed on an on-going basis as funds are available.

### Who can apply?

Non-profit organizations or community based organizations within the City of Dauphin (incorporated and unincorporated).

### What projects are eligible?

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

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

- 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 the 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 promote local purchasing. Develop projects that provide local business opportunities, enhance employment, training and skill building activities.
- 4) **Neighbourhood Well-being** – Promotes community connecting, safety and providing 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 1 year and 5 year plans carefully to ensure that your project meets all of the broader guidelines of DNRC. Access to these documents and this application form is available at [www.dauphinnrc.ca](http://www.dauphinnrc.ca) or by contacting the DNRC office at 622-3171 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:**

**Brief history of organization (include when organization started and projects or activities undertaken by organization):**

**Please list two individuals with signing authority for this project.**

\_\_\_\_\_

**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 does this project intend to change/address? How does it fit with the DNRC's goals?**

Number of children \_\_\_\_\_ / adults \_\_\_\_\_ directly impacted by this project (*please include staff and volunteers*).

Number of people indirectly impacted by this project if any: \_\_\_\_\_

Community Partners:

\_\_\_\_\_  
\_\_\_\_\_

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

**Impact of project on City of Dauphin:**

Short-term effects of project:

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Long-term effects of project:

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**What are the anticipated outcomes of the project? How will you measure the success of your project?**

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

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

How does this project meet the priorities of Dauphin Neighbourhood Renewal as expressed in the DNRC 5 year community plan? (<http://dauphinnrc.ca/>).

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 project?

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
- In advertisements
- 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 cash 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>

Note: In-kind Contributions includes staff / volunteer time, donated space, donated supplies, etc.

**Application Checklist**

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



**SECTION D - PROJECT SUBMISSION CERTIFICATION**

This Application to the 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 were in attendance?
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 in 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 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 your project. We believe that working together leads to success and your project has demonstrated this.*