

**\*\*Please note: Only people and/or groups living in the boundaries of Renfrew County can apply to the Grant.**

## **HOW TO APPLY**

### **STEP 1: Assess eligibility and gather information**

- Are you eligible? Review the application form and determine if you or your organization fit the criteria.
- Check which municipality you live in. (Note – you MUST be a resident of Renfrew County)
- Select one of the 3 categories to apply from section C of the form.

#### **NOTE:**

- If you are applying for the **Individual Youth Sports grant, you must be 21 and under**. You are required to complete section B, C and D of the application form.
- If you are a **sports team or organization** seeking funding, you are required to complete section A, C, and D of the application form.

### **STEP 2: Gather your project information and documentation**

- Identify your project objective
- Prepare your project plan
- Identify budget items that align to your project plan
- If applicable, **obtain quotes and estimates** for goods and services valued above \$5,000
- If applicable, provide photos of non-fixed equipment needed to deliver your project

### **STEP 3: Complete your form**

- Fill out the form with as much detail as possible about your need for funds and how it will be used
- Be sure to **include a budget and attach price quote and estimates** for any major costs that you may have (even if above the requesting amount)

#### **Individuals:**

**Are you under 18? A parent or legal guardian must sign and date the form.**

Once your application is complete email your application to [foundation@givingthatgrows.com](mailto:foundation@givingthatgrows.com) to our Community Liaison Jamie Bourgeois.

### **STEP 4:**

- Once your application is submitted you may be contacted by our review team for additional questions.

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**A | Requesting Organization Information (Only required for Sports Club or Major Infrastructure):**

<b>Date:</b>			
<b>Name of Requesting Organization:</b>			
<b>Address of Requesting Organization:</b>			
	Street Address	City	Province
Contact Name	Postal Code	Phone Number	
Website	Email Address		

**Briefly describe the organization – include its vision, mission, mandate, main programs, services and/or activities**

**B | Applicant Information (for Individual Applicants only):**

<b>First Name</b>		<b>Last Name</b>	
<b>Street Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone Number (Home)</b>	<b>Phone Number (Other)</b>	<b>Email address</b>	
<b>For individual applicants provide your Date of Birth (YY/MM/DD):</b>			

**C | Grant Details (Please select just one):**

<b>Individual Youth Sports</b> <i>(Grant for youth up to the age of 21 to support coverage for equipment costs, travel costs, registration fees, etc... Max value of request \$1,500)</i>	<input type="checkbox"/>	State grant value being requested:	\$
<b>Sports Club</b> <i>(Grant for teams, clubs and organizations with a specific need. Max Value of request \$5,000)</i>	<input type="checkbox"/>	State grant value being requested:	\$
<b>Major Sports Infrastructure</b> <i>(for new builds or infrastructure improvements in existing sports facilities that will improve accessibility, ensure more people can participate, improve quality of the facility or provide a new option for sport. Max Value of request 4 x \$10,000)</i>	<input type="checkbox"/>	State grant value being requested:	\$

**To support the grant request, please provide the following:**

- An explanation describing the need for the grant money (project, goals, outcomes, etc...);
- Indicate the date by which you anticipate completing the project/purchase, etc...
- Provide a detailed cost breakdown on how the funds will be spent, if approved.

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<ul style="list-style-type: none"> <li>• <u>Include quotes and estimates for goods and services at the time of submissions to support the request.</u></li> <li>• Provide pricing from multiple sources to review a cost comparison.</li> </ul>
<p>If you require more than the maximum value of the request, please provide a brief description on how you intend to source the remaining budget required to support the need and the date the other source will provide confirmation.</p>

**D Signatures**

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Print Name

Signature

**\*\*NOTE:** Applicants under the age of 18 require the approval of a parent or guardian.

**Organizational Endorsement**

Application Review			
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Reason for denial:	
Review Completed by:			
Date of Review:		Confirm notification to requesting organization / applicant:	<input type="checkbox"/>

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<b>Instructions:</b>			
Before submitting completed application, review to confirm the information is complete and accurate to avoid returned applications and delays in the process.			
<b>Section A:</b>			
<p><b>**TO BE COMPLETED ONLY BY THOSE APPLYING ON BEHALF OF A SPORTS CLUB OR A CLUB REQUIRING MAJOR INFRASTRUCTURE**</b></p> <p>Ensure the following mandatory fields are complete:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Name of requesting organization</li> <li>• Address of requesting organization</li> <li>• Contact name, email and phone number from requesting organization</li> <li>• Brief description of requesting organization.</li> </ul>			
<b>Section B:</b>			
<p><b>**TO BE COMPLETED ONLY BY THOSE APPLYING AS AN INDIVIDUAL**</b></p> <p>Ensure the following mandatory fields are complete:</p> <ul style="list-style-type: none"> <li>• First and Last name of applicant</li> <li>• Home Address and contact information of applicant</li> <li>• Date of birth is only required for individual applicants.</li> </ul>			
<b>Section C:</b>			
<ul style="list-style-type: none"> <li>• Select ONLY ONE grant option from the list of three</li> <li>• Specify the grant value being requested</li> <li>• Provide explanation describing the need for the grand money. Description MUST include:             <ul style="list-style-type: none"> <li>○ Project goals, outcomes, etc...</li> <li>○ Date by which purchase or project will be complete</li> <li>○ Provide cost breakdown</li> <li>○ Attach quotes from multiple vendors as evidence to support your request</li> </ul> </li> <li>• Provide a description on how additional funds will be collected in the event you require more than the maximum amount.</li> </ul>			
<b>Section D:</b>			
<ul style="list-style-type: none"> <li>• A parent / legal guardian is required to sign the application form for individuals under the age of 18.</li> <li>• For groups or teams, a coaching representative can sign on behalf of the team.</li> </ul>			