Community Investment Fund Application Form Guide

Township of Centre Wellington

Welcome!

This is a sample template of the Community Investment Fund application form. It's designed to guide you, get you started, and help you begin thinking about the types of questions you'll see on the actual application. You'll also find helpful tips under each section to support you as you prepare.

Please note:

- This is not the actual application form.

- The official form will be available on the Community Investment Fund website during the application submission period.

- The actual form may include additional questions based on the specific grant stream you apply to.

If you have any questions along the way, don't hesitate to contact us through the General Grant Inquiry form on our website, we're here to help!

Section A: Applicant Information

1. Organization Name
This is the official name we will write on the cheque. If you're with a parent or affiliate organization, write parent or affiliate organization's name in the brackets.

Parent Group (if applicable):
If your organization is part of or overseen by a larger organization, please provide the name of that parent group here. For example, if you are a local chapter or program within a broader organization, include the main organization's name in brackets.

Affiliate (if applicable):
If your organization is affiliated with or connected to a larger organization but operates independently, please provide the name of that affiliate organization here.

2. Is your organization part of a larger one?
Check the box that applies. [ ] Affiliate [ ] Parent. If you're part of a bigger group, select 'Affiliate'.

2a. Describe the relationship between the affiliate and parent organization.
Explain how your group is connected to the larger group.

3. Mailing Address (for cheque)
Write the full address where we should send the cheque if you're approved.

4. Primary Contact Name
Who can we talk to about this application?

5. Contact Email
Best email to reach you.

6. Contact Phone Number

Phone number for follow-up.

7. Non-Profit/Charitable Registration Number (if any)

Only if you have one — leave blank if unsure or not applicable.

8. Is your organization based in Centre Wellington?

Do you operate in this community, even if you're located elsewhere? [ ] Yes [ ] No

[Your response here]

9. Does your project charge a fee (ticket)? Explain:

We prefer free or low-cost events so more people can participate, but it's okay if there's a small fee.

10. Is your project a fundraiser?

We don't fund events only meant to raise money. Your project must benefit the community too. [ ] Yes [ ] No

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Section B: Initiative Details

1. Stream Applied For:

[ ] Community Impact

[ ] Arts & Culture Programming and Events

[ ] Inclussive Community Impact

2. Initiative Title:

3. Initiative Description (Max. 2500 characters):

4. Council Strategic Goals aligned with: [ ] Economic Prosperity [ ] Health & Wellness [ ] Managing Growth [ ] Environmental Stewardship [ ] Governance

5. Proposed Start Date (mm/dd/yyyy):

6. Proposed End Date (mm/dd/yyyy):

7. Location of Initiative:

8. How prepared is your organization to carry out this initiative?

9. How does your initiative promote inclusion and diversity?

Section C: Budget and Funding

1. Total Project Budget:

2. Amount Requested (max $5,000):

3. How will Township funds be used (breakdown):

3b. Attach detailed budget if applicable: [Upload separately or email]

4. How will this initiative continue to benefit the community after funding ends?

Section D: Funding Disclosure

1. Has your organization received other Township support this year?

[ ] Yes [ ] No

1a. If yes, provide details (source, amount, purpose):

2. Will this application result in Township support exceeding $5,000?

 [ ] Yes [ ] No

Section E: Impact and Collaboration

1. Target Audience:

2. Estimated Number of Participants:

3. What community need does your initiative address and how do you know?

4. Describe partnerships or collaborations involved:

5. How will you evaluate success?

Section F: Supporting Documents

1. Operating Budget and Financial Statements (or Balance Sheet/Income Statement if under $50,000 revenue): [Attach file]

2. How does the community show support for your organization? (e.g., attendance, surveys, social media):

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Section G: Other Township Supports

Please check any supports you use or want more info about:

[ ] Calendar of Events

[ ] Cultural Resource Centre Access

[ ] Event Planning Support

[ ] Volunteer Recruitment

[ ] Events Guide