



# APPLICATION FORM

## Social Planning Grants

### AGENCY/ORGANIZATION INFORMATION

Project title: \_\_\_\_\_

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

Contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### PROJECT/EVENT INFORMATION

1. Provide a detailed summary of the project/event below for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: location, staffing, target market or audience, potential programming, and community partnerships. Please also provide information on the scalability of your project/event in case we are unable to grant the full amount. Please feel free to use additional pages should you require them.

# APPLICATION FORM

## Social Planning Grants

2. Please describe expected outcomes and outline how you will evaluate the project/event to capture measurable results.

3. Please describe the social need(s) or type(s) of barriers that your project/event will address.

4. What geographic area of Nanaimo will your project/event cover?

# APPLICATION FORM

## Social Planning Grants

5. Please tell us about the specific steps and actions to be taken, key milestones, timelines, and critical dates of your project/event.

6. Does your organization already receive (or have applied for) other sources of City funding? If yes, please specify the source(s), grant types, and dollar amount(s).

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## Social Planning Grants

### PROJECT/EVENT BUDGET

Amount of funding requested: \_\_\_\_\_

| Funding Sources   | Amount | Confirmed<br>Yes/No/N/A |
|---|--------|-------------------------|
| Social Planning Grant amount requested  | \$     | N/A                     |
| Other grant sources (please list all other grant funding received or being pursued for this project). |        |                         |
|   | \$     |                         |
|   | \$     |                         |
| Total grant amounts received and/or requested   | \$     |                         |
| Project/event revenue (e.g. donations, fee for service, in-kind services, etc.).                      |        |                         |
|   | \$     |                         |
|   | \$     |                         |
|   | \$     |                         |
| Total project/event revenue   | \$     |                         |
| Overall total (combine grant amount requested, other grant sources, and project revenue)              |        |                         |
|   | \$     |                         |

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Please list all project/event expenses.

| Expense item   | Amount | Expenses<br>City funding<br>applied to |
|----------------|--------|--|
|                | \$     |  |
|                | \$     |  |
|                | \$     |  |
|                | \$     |  |
|                | \$     |  |
|                | \$     |  |
| Total expenses | \$     |  |

Do you plan to continue this project in subsequent years? If yes, what are your plans and how do you intend to fund the project/event in the future?

Yes No



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### SIGNATURES & DECLARATIONS

Did your organization receive a Social Planning Grant last year from the City of Nanaimo?

Yes                      No

If yes, has your organization submitted all final reports to the City prior to submitting a new application? Failure to provide final reports may result in the rejection of new applications.

Yes                      No

I hereby certify that the information included with this application is complete, true and correct to the best of my knowledge, and that I have been authorized to make this declaration and to submit this application on behalf of the above named organization.

|           |       |       |
|-----------|-------|-------|
| _____     | _____ | _____ |
| Signature | Title | Date  |

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Social Planning Grant, that we give the City of Nanaimo the right to review the project/event for which the grant was obtained to ascertain whether grant monies were used for the stated purpose(s) set out in this application.

|           |       |       |
|-----------|-------|-------|
| _____     | _____ | _____ |
| Signature | Title | Date  |

For questions, or to seek clarification on the application process and timeline, please forward all inquiries to [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca).

#### Collection and use of your personal information

Information collected on this form is done so under the general authority of the Community Charter and Freedom of Information and Protection of Privacy Act (FOIPPA), and is protected in accordance with FOIPPA. Questions about the collection of your personal information may be referred to the Legislative Services Department at 250-755-4405, or via email at [foi@nanaimo.ca](mailto:foi@nanaimo.ca). Please also see our [Privacy Policy](#).