

# Fact Sheet



## What projects are eligible for funding?

To receive a small grant from the Thompson Neighbourhood Renewal Corporation, projects must aim to strengthen the community and reflects the objectives and priorities of the TNRC 5 year plan. A proposal should show how the project benefits the local community and supports the goals and values of the TNRC.

## What are your Goals and Values?

Goals	Values
<b>Affordable Accessible Housing</b> Priority - Low income families	<ul style="list-style-type: none"><li>• <b>Advocacy</b></li><li>• <b>Leadership</b></li><li>• <b>Collaboration and Partnerships</b></li><li>• <b>Inclusive</b></li><li>• <b>Empowerment</b></li><li>• <b>Reduce Marginalization</b></li><li>• <b>Diversity</b></li><li>• <b>Sustainability</b></li></ul>
<b>Safe Communities</b> Priority - Youth and the downtown	
<b>Cultural Acceptance</b> Priority - Aboriginal people	

## Are there any Project Requirements?

- The project must meet the goals and values of the TNRC.
- **Application Deadline is two months prior to event.**

**Please use the checklist to ensure your application is complete before submission.**

- Attached Cover/letter of Intent
- Section A Complete
- Section B Complete
- Section C Complete – Or separate budget attached
- Section D Complete
- Does project require liability insurance?
- Attached a minimum of 2 letters of support
- Indicated all sources of cash and in-kind funding
- Application is signed by Applicant and Co-applicant
- Read Part 2 Reporting requirements

# **Part 1**

## **Application**



Thompson Neighbourhood  
Renewal Corporation  
101-55 Selkirk Ave  
Thompson, MB R8N 0M5

Ph.677-0760 fx.677-0765  
pmwtnrc@mts.net

## SMALL GRANTS FUND APPLICATION FORM

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### SECTION A – CONTACT INFORMATION

**Project Title:**

**Name of Organization / Group:**

If approved, please indicate who cheque is made out to:

**Project Location(s):**

(Please indicate all physical location(s) the project will take place)

### PROJECT CONTACTS (Persons Responsible for Project)

**Applicant - Primary Contact**

(Letter regarding Board decision will be mailed to)

Name:

Address:

Phone: (W) (H) (C)

Fax: E-mail:

**Co-Applicant - Secondary Contact**

Name:

Address:

Phone: (W) (H) (C)

Fax: E-mail:

If you would like assistance completing the **SMALL GRANTS** application, please call **677-0760**.

## **SECTION B – PROJECT DESCRIPTION**

Projects must be completed by the end of the year granting is received (unless otherwise advised).

**a) Project Start Date** \_\_\_\_\_ **Project Completion Date** \_\_\_\_\_

**b) Please indicate your project's objective(s).** What does this project intend to change/address? How does it fit our goals?

**c) Provide a description of your project including a detailed timeline of any activities taking place.**

**d) What do you hope to accomplish?** What will it look like in the end?

e) **Who will this project serve?** Target population.

f) **Have you attached a minimum of 2 letters of support for your project?**     Yes     No

g) **Have you done a project like this in the past?**     Yes     No  
If yes, Please describe.

h) **Have you applied for funding from TNRC in the past?**     Yes     No  
If yes, list the last 3 projects

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_





# **Part 2**

## **Reporting Requirements**

# **REPORTING REQUIREMENTS**

## **ACKNOWLEDGEMENT, FINAL REPORT, FINANCIAL REPORTING AND EVALUATION**

### **a) Acknowledgement Criteria**

TNRC Signage will need to be posted during the event, the sign will be provided.

A Photo of a TNRC and Organization Representative receiving funds will need to be taken so that acknowledgement can be submitted to the local newspaper.

Any other newspaper articles/public service announcements of the event should recognize TNRC as one of the funders for the event.

TNRC requires that photographs are taken during the event, and will require a copy for the completion of the file.

### **b) Final Report**

A Final Report must be submitted. This report should outline the activities that took place, the number of participants, volunteers and community members, whether the project met its goals/anticipated outcome, and any other information you feel is appropriate.

Please include photographs in the Final Report, preferably electronically or on a disc.

### **b) Financial Reporting**

A completed financial statement of the total project cost and revenues must be submitted no later than 30 days after the event date to the TNRC. Consideration of future funding will depend on Financial and Evaluation Reports.

**A Copy of the receipts for expenditures is required.**

Any funds allocated by the TNRC that are not used must be returned.

### **c) Application Process Evaluation**

Complete Application Process Evaluation.

**Complete and Submit Final Report, Financial Report, Pictures, and Evaluation to the TNRC.**

**Deadline for reporting is 30 days after the completion of the project.**

## Application Process

We appreciate your input. Please provide us with any comments or suggestions that will help improve the delivery of the Small Grants Program.

### APPLICATION PROCESS

1. On a scale of 1-5. 1 being difficult and 5 being easy. How was it for you to complete the Small Grants Application?

1                      2                      3                      4                      5

2. Where there any sections in the application that you found particularly difficult completing?                       YES    NO

a) If yes, which one(s).

3. What suggestions or recommendations would you make to improve the application process?