

Funding request form

PROJECT TITLE: _____

1. PROMOTER IDENTIFICATION (5 points)

Name of promoter	_____
Street address	_____
Municipality and postal code	_____
Legal status	_____
Business Number (NEQ)	_____
Project location	_____
Name of the project manager	_____
Function within the organization	_____
Telephone no.	_____
Email address	_____
Fiscal year end date	_____
Project start date	_____
Projected end date of the project	_____
Amount requested	_____

Mission of the promoter (for NPO & COOP):

Project resume:

-
-
-
-
-
-

Specific objectives of the project:

-
-
-
-

2. IMPACT(S) OF THE PROJECT RELATED TO THE INTERVENTION PRIORITIES OF THE MRC PONTIAC (50%)

2.1 Nature of the project

Which of the intervention priorities affects your project? (5 points)

(Choose the 1 that best matches the objectives of your project)

- Tourism
- Culture and heritage
- Economic growth
- Agriculture
- Socio-community
- Environment (Agriculture, forestry)

2.2 Innovation

What is the specific aspect of your project that makes it innovative? (5 points)

Describe the new, creative, and inspiring element that distinguishes your project.

2.3. Job creation and economic impacts

Quality of jobs (3 points)

Creation, _____

Retained, _____

Consolidated, _____

contracts with businesses within the MRC Pontiac, _____

contracts with businesses outside of the MRC Pontiac, _____

Describe the economic benefits, the social impacts, as well as the potential jobs following the realization of the project (10 points) :

Develops commitment and mutual aid in the community (10 points)

List of the partners associated with the realization / physical or financial support of the project:
(Include letter(s) confirming the type of support offered for this project from each of the partners)

2.4. Revitalization and local needs

Ability to link the project with an existing policy, with description of how the project meets the referred objective (10 points)

Does your project respond to an objective already defined within the framework of a public policy?

If yes which one? And how does your project achieve this goal?

2.5. Applicant experience and investment capacity

What projects have been carried out in the past, whether, or not, within the framework of a subsidized program (2 points):

Schedule for the realization of the project (5 points):

Please enter the approximate dates of the stages of the project:

STEPS OF REALISATION (actions)	DATE

3. PROJECT ESTIMATED COST AND FINANCING (45%)

Budget (20 points):

Refer to the « Eligible expenses » section of the Support policy for development projects.

Breakdown of Project cost :

Project-related expenses		
Specify costs	Projected costs <small>(excluding tax)</small>	Quote included (x)
Eligible expenses		
Total of eligible taxes	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
SUBTOTAL		\$
Ineligible expenses (if applicable)		
Reimbursable taxes by Government	\$	
	\$	
	\$	
SUBTOTAL		\$
TOTAL		\$

Estimated financial plan for the project (25 points):

Project-related income		
Project Financial contributions	Anticipated under the financial assistance agreement	%
Funding requested from the FRR program: Maximum of 80% from admissible expenses	\$	%
Promotor Investment	\$	%
Reimbursable taxes by Government Ineligible expenses	\$	%
Other: Government grant contributions: Provincial (Name of program): Federal (Name of program):	\$	%
Community donations / Fundraising:	\$	%
Contribution or donation from other organizations:	\$	%
TOTAL (Must be equal to the Breakdown of Project cost)	\$	100 %

4. DOCUMENTS TO BE JOINED

All applications made to the Region and Rurality fund – component 2 must be accompanied by the following:

1. Duly completed application.
2. Initial Budget (See section 4.d) of the application form).
3. Letter for all volunteer contribution.
4. Declaration and signature (section 7 of the application form).
5. Tax form (if applicable) – Not required for municipalities. Only NPOs that are exempt from taxes will have something to provide.
6. Resolution from the Board of Directors authorizing a member of the organization to sign this application, as well as all relevant documents pertaining to this application (agreement, final report).
7. Resolution from the Board of Directors confirming a minimum commitment of 20% (where at least 10% being monetary in nature) of the project’s total cost.
8. Letters of patent or any official constitutional documents pertaining to the lead organization. (Not applicable for municipalities).
9. Letters of intention from all project partners confirming their contribution and indicating the amount and nature of their commitment **including in-kind**.
10. Letter of support or collaboration from municipalities or other local organisations with interests.
11. Minimum two (2) quotes or estimates, if applicable.
12. Financial statements from the last two (2) years of operation. (Not applicable for municipality).
13. Updated list of the Board of Directors. (Not applicable for municipality).
14. Declaration of conformity duly completed by the municipality for all construction, renovation or expansion projects, or if the economic development department deems it necessary (Annexe B)

5. SIGNATURE

I, the undersigned _____, duly authorized representative of the promoter, declare that I am making an official request for a grant **in the amount of \$_____** to the Regions and Rurality Fund – component 2 of the MRC Pontiac.

I hereby certify that the information contained in this form and the attached documents are, to the best of my knowledge, complete and true in all respects.

I understand that the documents transmitted by the promoter remain the property of the MRC Pontiac and the latter will ensure the confidentiality of these documents. However, the promoter authorizes the MRC Pontiac to exchange with any ministry, government agency, municipal corporation, and financial institution all the information presented in this grant application upon reception of a notice of compliance and/or a sectoral notice, if applicable.

Signature

Function

Date