

# Project Proposal Application Form

Draft V1

*\*Fillable Form only compatible with Acrobat 7 or higher*



## Contact Information

**Title of Project**

**Organization's Name**

**Organization's Mailing Address**

**Contact Persons Name**

**Title with Organization**

**Email**

**Telephone**

**Registered Society or Charity Number  
(if applicable)**

**Organization's Executive**

## Introduction

**Overview of Organization (include financial history, membership, affiliations & partners)**

**Project Overview (a short, general summary – detailed information to follow)**

**Is the organization already working with a municipality on this or a similar project? If so, which municipality?**

**Project Description**

**Project Site Location**

**Current Land Title Holder**

**Project scope & specific elements included**

**Anticipated environment impact**

**Anticipated project partnerships**

**Project ownership upon completion**

**Primary responsibility for operations upon completion**

**What is your proposed operating model for the project? Explain.**

**Estimated detailed capital costs (include fees, contingency, site servicing and land acquisition costs if applicable)**

**Estimated 5 year operating costs (include detailed revenue and expense projections plus life cycle costing)**

**Please also attach a detailed project budget (operating and capital)**

**Timeline for construction & completion (include phases if applicable)**

**Anticipated life span of building (if applicable)**

**Anticipated community benefits**

**Anticipated risks & mitigation strategies**

## **Funding**

### **Anticipated funding sources for Capital expenses**

### **Grant programs identified & applications submitted – Capital (Federal, Provincial, Municipal)**

### **Anticipated funding sources for Operational expenses**

### **Grant programs identified & applications submitted – Operations**

### **Organization's fundraising commitment to project (include funds raised to date & future plans)**

**Volunteer commitment to project (include gift in kind contributions, sweat equity)**

**Attach a copy of the project's business plan**

**Project Justification**

**Demonstration of community and stakeholder support for project (include data where available)**

**Explanation of market context for project (trends in participation, other providers in area)**

**Provide examples of similar projects currently at capacity (where Organization is unable to access space)**

## Project Alignment

**How does the project align with the strategic direction of the region & GPRRC partner municipalities?**

**How does the project align with the strategic direction of other levels of government or agencies and their current initiatives?**

## Stakeholder Impact

**How will the project impact or benefit stakeholders (including general public, special interest groups, project partners & government).**

**Attach a minimum of THREE letters of support from project partners or potential users & government).**

**Attach a minimum of THREE letters of support from broader community stakeholders**

## Summary & Partnership Opportunity

**Outline the key points of the "ask" of the partner municipality or the broader regional GPRRC partnership & government).**

## Declaration Statement

**I, \_\_\_\_\_ certify that this application is complete and accurate.**