



## 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 President/Chair

Retrofit/upgrades

New construction

## 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?

Please provide the motion from organization's board meeting minutes to support project. (if applicable):



## Project Description

Project site location:

Current land owner:

Project scope & specific elements included:

Anticipated environmental impact:

Anticipated project partnerships:

Project ownership upon completion:

Primary responsibility for operations upon completion:

What is your proposed operating model for the project? Explain:

Private

Public (Government)

Private / Public Partnership

Other



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):

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/facilities currently at capacity (where organization is unable to access space):



## Project Alignment

How does the project align with GPRRC Recreation Master Plan?

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 and have the authority to submit this on the organization's behalf.

