

<b>Project Title:</b>	
<b>Date of Application:</b>	<b>Project Funds Requested:</b>
<b>Applicant Information</b> - Please complete information on the form below.	
Organization Name:	
Mailing Address:	
Postal Code:	
Contact Person:	Position:
Phone:	E-mail:
Fax:	Website:
Project Description - Executive Summary:	
List Of Project Partners:	
Start Date:	Completion Date:
Total Cost of Project:	Project Funding Requested % of Total Project:

## **Applicant Agreement**

\_\_\_\_\_ (the “Applicant”) declares and agrees that:  
Name of Business/Organization

- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization.
- All additional documentation will be submitted to the CEO within 30 days of the project completion date, and will include either a photocopy of actual receipts, payroll records and/or cancelled cheques or an audited financial statement that clearly outlines project expenditures including income and expenses.
- Any project funding shall be used solely for the purposes stated within this application unless otherwise agreed to by the CEO in writing.
- SCER will be acknowledged as a supporter of Applicant initiatives that successfully receive SCER Project Funding.
- All responsibilities and liabilities in connection with the project, and the carrying out of the work detailed within the application shall be those of the Applicant and its partners. The Applicant indemnifies the SCER and all its board members, employees and agents from any and all liabilities arising in connection with this project.
- Project reports, studies, and business plans that receive funding from SCER will be held in the SCER Resource Library. Studies and plans will remain confidential for a period of three years, depending on the nature of the study or plan and pending a release from the owner(s) of the study. To avoid duplication of funding repeat research, results may be shared.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ (Print Name)

**Mandate of your organization and brief summary of its history, accomplishments and current activities:**

**Describe Your Organizational Structure:**

**(please attach a list of Board of Directors)**

## PROJECT - DETAILED DESCRIPTION

(Attach **Detailed Description** to the **Funding Application Form** with the **Budget Summary**)

- 1. A Backgrounder:** provide a short history of how this project evolved and evidence that the project plan is based on a regional or local economic development need.
- 2. Project Partners:** List all partners/stakeholders who are involved and indicate their level of involvement. List other community contributions, such as donations, in-kind contributions and volunteer time, which demonstrate support.
- 3. What are the Project Objectives (Outcomes)?**
- 4. How will the objectives be measured?**
- 5. Describe the Action Plan and Schedule of Activities -** What activities will be undertaken to achieve the objectives of the project? Include anticipated dates and locations where activities will take place.
- 6. Project Impact:** Indicate the geographical area and population base that the project will impact. What coordination or integration has occurred to maximize outcomes and avoid duplication of similar or existing programs and services within the SCER geographical area?
- 7. Funding Sustainability:** If the project is expected to require ongoing financial support, describe efforts undertaken to explore long-term funding options.
- 8. Other Information in Support of the Project:** Provide any other comments or information you think will help support your proposal.
- 9. Regional Benefits:** Please indicate how you will share your experiences, best practices or findings as a result of the project. Include a detailed description of any tangible items produced and how they will be disseminated.
- 10. Proposed Budget:** Please fill out the following Project Budget Summary. (Please attach documentation of “other funding sources”, if applicable). SCER reserves the right to check credentials of any proposed consultant.

## PROJECT Proposed Budget - FINANCIAL STATEMENT

### Income

Amount

Cash contributions  
Fundraising  
Equity investment  
Participation Fees (registrations, tuition, etc)  
Other Funding Sources (Please attach  
documentation)

### Total Income

\$

### Expenditures (attach quotes if available)

Amount

Consulting/Contractor/Professional Fees  
(Please include a copy of your RFP and quote  
from the successful company)

Marketing (please list)

Meeting Expenses  
Minor Equipment (please list)

Postage  
Printing  
Project Materials (please list)

Project Staff Benefits  
Project Staff Salaries  
Rental  
Travel  
Tuition/Instructor Fees  
Other (Please list)

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<b>Total Expenditures</b>	<b>\$</b>
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<b>South Central Enterprise Region Requested Funding:</b>	<b>\$</b>
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<b>Balance of Project Costs (Applicant's Funds)</b>	<b>\$</b>
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