



## Community Development Funding Aspotogan Heritage Trust

### Application Form

\* Before completing this form, it is ***essential that you read the guidelines provided***. If you have any further questions or concerns, please feel free to contact the office at (902) 857-1133.

#### **1. APPLICANT INFORMATION**

Project Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person (Name and Position): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is your group: \_\_\_ Non-profit \_\_\_ Not-for-profit \_\_\_ Charitable

Incorporation Number (Registry of Joint Stock Companies): \_\_\_\_\_

Registered Charity Number: \_\_\_\_\_

**If successful, the cheque is payable to: (complete if different from the organization name)**

Name & Address: \_\_\_\_\_

Forward completed applications and all support documents to:

Mail: Aspotogan Heritage Trust  
P.O. Box 99  
Hubbards, NS B0J 1T0

Fax: (902) 857-1117  
Email: info@aspotogan.org

Office: 10 Pte. Richard Green Lane, Hubbards

**(Office Use Only - 012012)**

Grant #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Cheque #: \_\_\_\_\_

## **2. DOCUMENTS REQUIRED**

For requests of ***less than \$2,000***, please submit a copy of the completed application form, your organizations financial statement (as submitted to Registry of Joint Stock Companies) and at least one quote for the work to be completed

For requests ***over \$2,000***, please include with your completed application form:

- Minimum two quotes (three quotes are preferred) for the work to be completed
- Financial statement (as submitted to Registry of Joint Stock Companies)

Other Information requested by the Trust for ***all applications***:

- any letters of support
- indication of other funding partners involved in the project (i.e. confirmation letters)

## **3. PROJECT INFORMATION** *(please attach additional information/pages as needed)*

**What area of Community Development will your project benefit?**

- Social – i.e. food bank, service club work, outreach services
- Cultural – i.e. arts, community events, community music & drama festivals
- Education – i.e. workshop, training, extra curriculum programming
- Environmental – i.e. community cleanup, beach preservation
- Economic – i.e. regional marketing, promotion, beautification and signage

**Project Summary (describe how the project will make a difference to the organization/community) :**

**How was the need identified:**

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**Community(s) served by the organization:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Length of project:** \_\_\_\_\_

Identify community partner(s) and what their role is in supporting the project:

Will your organization manage the project with: Paid staff  Volunteers  Both

**4. BUDGET**

**AHT *does not* provide 100% funding for projects.** Ensure that the quotes support the budget, and that companies provide quotes base on the same work specifications.

Expenses (list budget item and cost)		List Funding Sources <i>(can include in-kind support and volunteer hours as applicable in support of the project)</i>	
Administration	\$	Organizations Contribution	\$
Supplies		In kind / volunteer hours	
Advertizing/Promo		Others (list specific funders)	
Equipment rental			
Other			
		Requesting from AHT	
		<b>Total Funding:</b>	\$
<b>Total Project Cost:</b>		<b>(Shortfall):</b>	

How will you address any shortfalls in funding? \_\_\_\_\_

Does your organization anticipate requesting further funds from the Trust to support this project (i.e. multi-year plan)? If so, when and why? \_\_\_\_\_

What resources are in place to support this project after the funds have been utilized?

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### **5. OUTCOMES & EVALUATION**

How does the project fit into the work of your organization: \_\_\_\_\_

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What do you hope to accomplish through the project: \_\_\_\_\_

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What would be the consequences of not doing the project: \_\_\_\_\_

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How will your organization evaluate the project in order to determine if the goals for the project have been met? \_\_\_\_\_

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The AHT has made a commitment to work towards environmental sustainability in the community, is your organization also supporting this idea? If so, how? \_\_\_\_\_

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### **6. CERTIFICATION**

I certify that the information contained in the application is accurate and reflects the full scope of the proposed project.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name(print): \_\_\_\_\_

Date: \_\_\_\_\_