##### **COMMUNITY INITIATIVE GRANT (CIG)**

##### **Application**

## IDENTIFICATION OF APPLICANT:

## Name of First Nation/Organization:

Address:

Telephone:

Fax:

Contact Person (Please Print):

Authorized Person and Title (Please Print):

Title of contact:

**Contact number**:

Signature of **AUTHORIZED** person:

Date:

**Email of Contact**:

Amount applying for (Max. $10,000):

Has this organization or any of its affiliate’s accessed grants through NADF within the past three years? If yes, please specify.

**YES NO**

**Overview**

Project/Initiative Title:

Description and objective(s) – In one or two paragraphs, please provide detailed information about what the grant funds will be used for and what the end result(s) and/or goal(s) is. Include information that pertains to how Aboriginal people or First Nation communities will be positively impacted economically either immediately or in the future, for example, 3 Aboriginal people will be hired, or “the funds will positively impact the economy of this First Nation by…”, etc. Ensure you provide detail as to how the project/initiative meets one or more of the eligible activities and meets the application criteria - refer to call letter - or it may not be approved:

Project/Initiative **Start** date:

Milestone(s) and date(s):

**It is important to ensure any date deadlines set are manageable to ensure objectives and goals are met to complete the project/initiative.**

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| --- | --- |
| **Milestone** | **Date to be completed** |
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End date **(should be no later than January 31, 2019**):

**What information will be submitted** to support that the project/initiative has been completed? For example, pictures of final product, supporting invoices, proof of certification, etc.

**\*\*Important\*\*** If approved, this information will be utilized in determining whether or not the project/initiative has been successfully completed, and therefore whether or not the grant funding is finalized or a repayment to NADF is required.

**What will be measured** to ensure the objective(s) or goal(s) of this project/initiative have been achieved? For example, number of jobs created, forecasted economic impact on the local economy, number of widgets built, number of people trained, number of items purchased etc.

**\*\*Important\*\*** If approved, this information will be utilized in determining whether or not the project/initiative has been successfully completed, and therefore whether or not the grant funding is finalized or a repayment to NADF is required.

**PROJECT/INITIATIVE FINANCIAL BUDGET**

Please complete the following or provide a copy your own detailed budget - **\*\*\*IMPORTANT\*\*\* This financial budget will be the basis of any approvals going forward, therefore; it’s accuracy is very important**:

**NOTE:** Include the amount of the grant you are applying for through NADF in the following budget and the source of the 10% cash contribution of the applicant.

|  |
| --- |
| PROJECTED REVENUES/FUNDING |
| Name of Contributor | Source of Funds | Total contribution |
| **NADF** | **Grant Application** | $ |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Revenue | $ |

*(Total Revenue must match Total Expenses)*

**NOTE: \*\*\*A quote from each supplier is required to be submitted** with the application for the projected expenses, and **we encourage the use of an Aboriginal supplier**. **\*\*\***

|  |
| --- |
| PROJECTED EXPENSE |
| Name of Supplier  | Description of Expense | Total Expense |
|  |  | $ |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  | Total Expenses | $ |

*(Total Expenses must match Total Revenue)*

**Evidence of 10% Cash Contribution**

Please provide evidence that you have the required 10% cash contribution of the overall cost of the project/initiative and, if applicable, other expenses not covered by grant funds, i.e. minimum 25% hold-back. This can be in the form of a bank statement or similar statement showing the funds are available (bank statements must be in the name of the applicant). For First Nations’ we would also accept a BCR from Chief & Council as proof of support for the project/Initiative – the BCR must state the commitment to provide the required amount of money for the project/initiative.

**Initial Documentation Submission Requirements Checklist**

Ensure the following documents are submitted with your application or the grant may not be approved.

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|  |  |
| --- | --- |
|  | A copy of the projected timeline from beginning to end and milestone dates of the project/initiative - If a separate document. NOTE: The project/initiative must be completed by January 31, 2019. |
|  | Proof the applicant has the required 10% cash contribution. * Bank statements in the name of the applicant or BCR.
 |
|  | Copies of quotes from the suppliers. |
|  | A copy of the projected budget - if a separate document. |
|  | If the applicant is not a First Nation, proof that the organization is Aboriginal owned (51% or more), for example, Articles of Incorporation along with the Share Register. |