**Neighbourhood Fund**

**Application Template**

United Way of Peterborough & District’s (UWP) Neighbourhood Fund provides small, one-time grants to support informal groups of individuals that are working together to improve their neighbourhood or demographic community within the City and County of Peterborough. This funding will support residents to identify solutions and/or opportunities to local neighbourhood or community issues and act on them. This grant opportunity is intended for informal groups of individuals working together to improve their neighbourhood or empower a demographic community. These grants range from $500-$5,000 per project.

**Notes about this template:**

\*All written answers have a maximum of 4,000 characters\*

To prevent you from losing your progress while completing the online application, we encourage you to write your answers in this template and then copy your answers into the online form. Incomplete forms cannot be saved and returned to at another time. Please be prepared to answer all of the questions once you start the application and ensure that you click 'Submit' at the end.

Writing your answers in the template first will also allow you to:

* + have a copy of your answers for your reference
	+ ensure your specific answers are within the character/word limits
	+ be able to use bulleted lists in your answers

Please ensure that you transfer all of your information from the template into the form before submitting it – applications sent by email will not be counted as a submission unless prior arrangements with UWP have been made.

Please contact Betsy Farrar, Manager of Community Impact (bfarrar@uwpeterborough.ca) if your project team needs an alternate version of the online application form or accommodations during the application process.

This application closes on: Friday, January 20, 2023

Online application form: https://forms.office.com/r/wPPxi7F0jW

# Team Details

Project Representative First and Last Name

Note: Each project requires one project representative that will act as the point of contact for UWP. The project representative is responsible for all communications between UWP and their project team. This representative must be at least 18 years old - if your project group does not have someone at least 18 years of age, please contact Betsy Farrar, Manager of Community Impact at bfarrar@uwpeterborough.ca before proceeding with your application to discuss selecting a project representative.

Click to enter: Project Representative First and Last Name

## Project Representative Email Address

Click to enter: Project Representative Email Address

## Project Representative Phone Number

Click to enter: Project Representative Phone Number

## Other Project Team Members First and Last Names

Minimum of 2 team members required in addition to the project representative.

Click to enter: Project Team Members First and Last Names

Next section: Project Details

# Project Details

## Project Title

If you do not have a title for your project yet, please add a short description (approximately 1-5 words).

Click to enter: Project Title

## Location of Project

Please provide a general location for this project (not a specific address). Tell us the area/neighbourhood within the City of Peterborough or the name of the township or area if is taking place elsewhere in the County of Peterborough.

Click to enter: Project Location

## Affiliations

Please provide details about any groups that this project is being conducted on behalf of, such as:

* Community group/agency/organization
* Specific location (park, library, community center, building, apartment complex, etc.)
* Larger event that this project would be a part of

Note: This grant opportunity is for informal groups of Peterborough residents. Please refer to the Request for Proposals document for eligible applicant groups and projects.

Click to enter: Affiliations

## Demographic Group

Please outline what demographic group(s) are intended to benefit from this project.

Click to enter: Demographic Group(s)

Project Details continue on next page

## Brief Project Description

Please provide a 1-3 sentence summary of your entire project. It may be helpful to respond to this question using one of the following two example formats:

* Describe your project in one Tweet (maximum 280 characters)
* Describe your project to someone who you are riding in an elevator with (only have 30 seconds to talk)

Click to enter: Brief Project Description

## Goals/Objectives

Please provide 1-3 specific goals/objectives that this project aims to achieve.

Click to enter: Goals/Objectives

## Community Impact Beyond Project

Please outline 1-3 community benefits you believe this project will provide beyond the timeline of your project, and how long these benefits are expected to last.

Click to enter: Community Impact

Project Details continue on next page

## Activities and Timeline

Using bullet points, please outline each of the activities and their expected timeline, as well as the total timeline of the entire project.

Note: if you have done any background work in preparation for this project we would love to hear about it! Example of a bullet point about prep-work included below.

Example based on painting a mural on the side of the United Way office:

* Met with United Way to brainstorm mural details, including style, colour scheme, size, featured people/objects/scenes - Took place before submitting this application
* Draw several draft mural ideas and meet with United Way to finalize design - 4 weeks
* Purchase supplies - 1 week Paint mural - 3 weeks
* Meet with United Way for feedback and incorporate any changes - 2 weeks Mural reveal party - Expected date: August 1, 2023
* Total project duration - 10 weeks

Click to enter: Activities and Timeline

Next Section: Funding Request

# Funding Request

## Total Funds Requested

This amount must be between 500 and 5000, and the total funds requested must be accounted for in your proposed budget. Please do not enter a dollar sign ($).

Click to enter: Total Funds Requested

## Budget

Please provide a detailed bullet list of the total expenses for this project to demonstrate how the funds will be used. Project teams that receive funding will be required to provide receipts for all expenses.

Example for mural project:

* Sketch book - $13.78
* Pencils - $3.50
* Painters tape - $18.99
* Trays and buckets - $38.53
* Brushes and rollers - $152.35
* Paint and primer - $402.91
* Colour printing for reveal party posters - $5.00
* Total - $635.06

Click to enter: Budget

# Other Considerations

Filling out each of the above questions and submitting this application form is considered a **complete application**. No further details or documents are required for the evaluators to grade your application. Any UWP templates that you have used, such as this application template or budget template, are for your planning purposes only and do not need to be submitted.

If your project team has other documents or materials that they wish to include with their application, please use the following question to outline what materials you want to have included in your application and send them in an email Betsy Farrar, Manager of Community Impact (bfarrar@uwpeterborough).

Note: Additional documents or materials are not necessary and only serve to supplement this application form. Applications are scored using a rubric that evaluates the information provided in this form, and any additional materials are not included in this score.

Please contact Betsy Farrar, Manager of Community Impact (bfarrar@uwpeterborough.ca) if your project team needs an alternate version of this application form or accommodations during the application process.

If you have any other documents or materials you would like to include with your application, please describe them below:

Click to enter: Other Materials Description