# 2018 NEIGHBOURHOOD GRANTS

**Your Working/Planning Document**

The following questions are intended to help you plan your event/activities. This is NOT the application form.

You will have to complete the online application when it opens on April 3, 2018. Please contact your CDO if you have questions.

**GROUP INFORMATION**

* **Who is your group lead?** 
  + We will ask for your first and last name, postal code of your residence, phone number and email address. The group leader must live in one of the 39 neighbourhoods.
* **Who are your 5 group members?**
* All 5 group members must be a resident of one of the 39 neighbourhoods
* Each Group Member must live in a separate household (you'll be asked to give their postal code).
* If any of the five members and group leader don't live in the 39 neighbourhoods, your application will not be reviewed.
* **Did your group attend a Neighbourhood Grant Planning Session to discuss your idea before applying?** (yes, or no; please read the grant guidelines more details)
* **Who is your community mentor?**
* Your group is highly encouraged to work with a mentor from a local organization or business who will support your group as you put on your event.

**EVENT/ACTIVITY DESCRIPTION**

You'll be asked to answer the following questions in the online application form (it will become available on April 3rd). Work with your group to answer these questions (about 100 words each), and discuss them at the Neighbourhood Planning Session in March/April before applying online.

# What is your group's event/activity?

# Tell us WHY you are proposing your event/activity. What does the event hope to accomplish?

# Describe HOW you will organize and deliver your event/activity

**EVENT/ACTIVITY DETAILS**

# Where in the neighbourhood will your event/activity take place?

# Your event or activity MUST take place in a public space. For example: community hub, community centre, community garden, local library, park, multi-purpose room of Toronto Community Housing building, etc.

# Please provide the address of the where the event will take place.

# What is the planned date for your event?

* + Events/activity must take place July 15 and December 31, 2018

# Frequency of the project activities

* + Event/activity must start and finish within ONE month. It could be a one day, or multi days event
* **Timing of your event/activity** 
  + Morning? Evening? All day?

# Who is the target group that you will target to attend your event/activity?

* + Your event/activity must be FREE and OPEN to other residents in your neighbourhood (not just your group members).
  + Children? Youth? Older Youth? Adult? Seniors? All ages?

# Estimate the total number of people who will attend your event/activity.

# Which Toronto Strong Neighbourhood Strategy 2020 Theme Area does your event/activity support? Please select one option from below.

* **Economic Opportunities**: For example, jobs skills workshop, certification workshop, employment forum and more
* **Healthy Lives**: For example, nutrition workshop, wellness day, gardening event and more
* **Participation in Decision Making**: For Example, community speak out event, leadership training, civic action forum and more
* **Social Development**: For example, Educational workshop/forum, back to school event, neighbourhood festival and more
* **Physical Surroundings**: For example, community beautification event, neighbourhood walking tour, community art event and more

**FUNDING REQUEST**

# How much are you requesting for funding? Funding can ask for funding between $1,000 - $3,000.

# Tell us what you need in cash and what you can get donated (in-kind). Your cash request to the City must can be between $1,000 and $3,000. Remember to account for permit, insurance, event materials, etc. Review the list of Eligible and Ineligible Expense to find out which items can and can't be funded.

You'll be asked how you will use the funding in the online application using a table as below.

|  |  |
| --- | --- |
| **Description** | **Amount Requested** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

In-kind support (if any):

|  |  |
| --- | --- |
| **Description** | **Estimated Value (in $ )** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |