



**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: _____

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	
		Total Funding:	\$
Total Project Cost:		(Shortfall):	

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?

5. OUTCOMES & EVALUATION

How does the project fit into the work of your organization: _____

What do you hope to accomplish through the project: _____

What would be the consequences of not doing the project: _____

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

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

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: _____