



## Application Form

### **Developing Your Idea/Project:**

To develop a meaningful project for your neighbourhood, start by thinking about the needs of your community. You may want to consider and discuss the following questions with others in your neighbourhood before you start the application!

- ? What could we do to make our neighbourhood a better place to live?
- ? We could use more \_\_\_\_\_ in our community.
- ? What do we want to change about our community?
- ? What type of project can our group carry out successfully in our neighbourhood?
- ? What type of project will work best in our neighbourhood?

### **What are some reasons your idea is a positive community project?**

For example...

This project would teach the members of my community how to...

This project would positively affect others by...

This project would benefit our community by...


Cambridge Non-Profit Housing Corporation  
780 King Street East, Cambridge, Ontario N3H 3N9

Phone: 519-650-5599 ext. 222

Email: [sproutscambridge@gmail.com](mailto:sproutscambridge@gmail.com)

Fax: 519-650-1532

This Work Plan Outline may help you think about some of the specifics of your project. It is not mandatory but is suggested as a useful way to organize your ideas!



# Work Plan Outline

Project Name:

Project Goal:

Start Date	End Date	Description of Activity	Person Monitoring Activity	Required Resources	Goal Grant Amount

Ways other members of your housing site could become involved:

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## Application Tips:

- ✓ Write out your idea and take time to discuss it with your friends and neighbours.
- ✓ Use clear language with easy-to-read sentences (avoid jargon).
- ✓ Explain acronyms (for example, YMCA).
- ✓ Write as you would to the average person.
- ✓ Be honest!
- ✓ Support your ideas with detailed examples.

*Please be advised that this project requires signatures from 30% of tenants from your housing site to show support for your project. The Signature Sheet can be found on pages 11-12 of this Application Package.*

*Site breakdown:*

<b>Signature Requirement Chart</b>	
<b>Address of Site</b>	<b>Minimum Number of Signatures Required</b>
Anglerock	17
Borden	3
Eagle	21
Elgin	10
Margaret St.	18
Mullin	20
Myers	14
Queen St.	18
St. Andrews	15

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Pages 1-4 of this package may be removed and does not need to be handed in as part of the application. The tips and tools found on those pages are for you to use as you develop your project idea!

The following pages (5-12) must be handed in to the Housing Cambridge office in paper format in order to be eligible for funding through Sprouts.

**Good luck to all applicants!!**

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**The following pages are to be submitted to the Housing Cambridge Office.**

Do you have questions about the Application Form or would you like help filling it out?

Please feel free to contact us!

519-650-5599 ext. 222 or [sproutscambridge@gmail.com](mailto:sproutscambridge@gmail.com)

**Work Plan:**

Primary Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Site / Location: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

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

Approximate Grant Amount Requested: \_\_\_\_\_

Describe your idea for the neighbourhood project:

*(You may attach another page if necessary)*

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What is the goal of your project?

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How will this project benefit the community?

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Will you require any resources to carry out your project?

*(For example space, staff or contractors, equipment, training or other things. Make notes about what resources cost money, how much, and what resources can be donated. This will help you develop the budget details later.)*

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What is the timeline for your project?

*How long will each activity take? When will each activity start and finish?*

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List any partners you will work with on this project other than residents at your housing site:

*(For example, your local community centre, neighbourhood association, church, etc.)*

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Will this project require ongoing maintenance or repair? Circle: YES or NO

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## Financial Goals and Approximate Budget

*If fundraising is a part of your work plan, it is recommended that you form a fundraising plan even though it is not a requirement to apply.*

Requested amount from Sprouts fund:

*(Requested amount should be 50% of the total budget)*                      \$\_\_\_\_\_

### Expenses

Please list ALL items that will need to be paid in order to complete the project.

Expense	Dollar Value
Example: Soil	\$50.00
Total of all expenses to be purchased	

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## Resources

Please list the anticipated volunteer labour and its associated dollar value:

<b>Volunteer Labour</b>	<b>Dollar Value</b>
Example: 4 hours of volunteer labour x 5 people = 20 total hours x \$13/hour = \$260.00	\$260.00
Total value of volunteer labour	

Please list the source and value of the donated material or service:

<b>Donated Materials or Services</b>	<b>Dollar Value</b>
Example: 4 plants from Home Depot	\$100.00
Total donated	

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# Cash Support

Please list the amount of cash donations received.

\*\*This does not include the amount requested from the Sprouts fund\*\*

Cash Support	Dollar Value
Example: Cash donation from Susan	\$30.00
Total of all cash contributions	

## Project Participant List

Please write a list of the individuals responsible for creating and/or carrying out your project in your neighbourhood.

Project Participants <i>(First Name, Last Name)</i>	Unit/Apt. #	Participant's Role <i>(Primary Applicant, Donations Coordinator, Administrator, etc.)</i>	Phone # or E-mail Address

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**Please return a paper copy of your completed Application Form to:**



**Housing Cambridge**

780 King Street East  
Cambridge, Ontario  
N3H 3N9

**Agreement**

*By submitting this application, the applicant acknowledges and agrees that in the event of being awarded with a Sprouts grant pursuant to the program, the applicant will comply with the requirements set out in the Sprouts information package, accompanying the application form. This includes handing in the necessary receipts and purchase information after the project has been completed. In addition, if approved, the applicant agrees to sign off on the volunteer agreement form which is a contract outlining the rights and responsibilities of each volunteer as well as a Code of Conduct.*

Name (written): \_\_\_\_\_

Signature:   X  

Primary Applicant

**FOR OFFICE USE ONLY**

Date Committee Approved: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

If declined, what is the reason?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***Members of your housing community are working towards submitting an application for a community project in your neighbourhood. The proposed project will...***

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*Please be advised that this project requires signatures from 30% of tenants from your housing site to show support for your project. The number of signatures needed for each site is found on page 3 of this Application Package.*

<b>Tenants Name</b>	<b>Unit/Apt. #</b>	<b>Would you contribute time? (Y/N)</b>	<b>Signature</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

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25.			

***The primary applicant is not a valid signature for this form. All other group members are valid signatures on this sheet. \*\*\*NOTE: Be sure to fill in a description of the project idea at the top of this sheet PRIOR to circulating for signatures\*\*\****

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