**UTown@UBC Community Grant Application**

Please note the following when filling out your grant application:

1. To be eligible to apply, you must be affiliated with UBC as a student, staff or faculty member or a member of the Musqueam community. If you are unsure of your eligibility, please contact info.utown@ubc.ca
2. In order to be considered for a UTown@UBC Community Animation Grant you must submit this application form. Alternate reports and proposals will not be considered.
3. A detailed budget must be included with this application (see Section E)
4. Any funding used to pay an honorarium will require a T4A form to be issued by UBC.
5. Please allow a minimum of three weeks after accepting your grant to receive funding.
6. Applicants who are **UBC staff, faculty, students that do not live on campus for campus projects or Musqueam community members (require two co-applicants).**

For additional information, including full grant criteria and eligible expenses please see [www.utown.ubc.ca/grants](http://www.utown.ubc.ca/grants)

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| **Section A: Co-Applicant Information (cheque will be issued to co-applicant #1)** |
| **1) First and Last Name:***(please use your given name, as cheque will be issued in this name)* |
| **I am a (circle all that apply):** Musqueam Community Member Student Member Faculty Member Staff Member UNA Resident Acadia Resident  |
| **Student ID Number (if applicable):** **Employee ID Number (if applicable):** |
| **Phone:**  |
| **Mailing Address:** |
| **City:**  | **Email:** |
| **2) First and Last Name:** |
| **I am a (circle all that apply):** Musqueam Community Member Student Member Faculty Member Staff Member UNA Resident Acadia Resident  |
| **Phone:**  |
| **Mailing Address:** |
| **City:**  | **Email:** |

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| **Section B: Project Information** |
| **Name of project:**  |
| **Has this project been awarded a UTown@UBC Community Grant previously?** **If yes, when?**  |
| **Project timeframe**  |
| Start (DD-MM-YYYY): | End (DD-MM-YYYY):  |
| **Please provide a detailed description of the project and include the following information:** * What you hope this project will accomplish.
* How it contributes to social vibrancy.
* Clear project goals/objectives.
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| **How many community members do you anticipate this project will bring together and how?** *(e.g. residents will organize the project together, residents will attend an event or learn a new activity together)*  |
| **How will you measure the success of your project** *(evaluation, participation goals, etc)?* |
| **What experience do you have which will support the successful delivery of the proposed project? How many people will be involved in organizing this project?** |
| **Section C: Project Work Plan**  |
| **Outline the key tasks and events for your project with a timeline or schedule (if applicable) that will be used during the plan and implementation of this project.**  |
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| **Date** | **Activity** |
| *Ex) January 2015*  | *Confirm location for x project…*  |
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| **Section E: Project Budget Information**  |
| **Please provide an outline of anticipated expenses associated with this project. Please take into account:** * Advertising and promotion
* Printing costs
* Honorariums
* Costs associated with rental space
* Project supplies

**You may use a separate sheet of paper for this section.**  |
| **Amount requested (up to $1,000):**  |  |
| **Other Funding Sources: *(please list all additional funding sources and amounts, including in-kind funding, such as donated meeting space, etc.)*** |  |
| **Planned Expense Item** | **Cost $** |
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| **Total Expenses**  |  |

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| **Section F: Marketing and Promotion**  |
| **Describe in detail, how you plan to promote your project to community. Please consider the following questions:** * Who is your primary audience for this project?
* How will you promote your project to this audience? (advertisements, posters, handbills, swag, etc.)

*Please note that if awarded a UTown@UBC Community Animation Grant, your grant supervisor can assist you in connecting with channels.*  |
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| **Primary Audience:** *Ex) Youth*  | **How you’ll promote your project to them***Facebook*  |
| **Secondary Audience:**  |  **How you’ll promote your project to them** |

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Please submit your application by deadline mentioned on website (www.utown.ubc.ca/communitygrants).\* Applications can be submitted in the following ways:

1. **Online:** www.utown.ubc.ca/grantapplication
2. **email**: info.utown@ubc.ca
3. **Mail or in person**

**(UBC Point Grey Campus):**

UTown@UBC Community AnimationGrants

CIRS Building, 2260 West Mall, 3rd Floor

Vancouver, BC

V6T 1Z4

 **(Musqueam):**

Musqueam Indian Band Administration Office

6735 Salish Drive

Vancouver, BC V6N 4C4