**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](mailto: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. | |
| **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.** | |
| |  |  | | --- | --- | | **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.* |
| |  |  | | --- | --- | | **Primary Audience:**  *Ex) Youth* | **How you’ll promote your project to them**  *Facebook* | | **Secondary Audience:** | **How you’ll promote your project to them** | |

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](mailto: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