



Community Environmental Projects Grant Program (CEPGP) Application Form

Application Instructions

Applications must be submitted by Saturday, March 31, 2018 at 4:00 pm and are to include:

- Project description
- Project timeline
- Sketch of project site (if applicable)
- Photos of existing site (if applicable)
- Letter of support from the owner of the property (if not owned by applicant)
- Description of organization
- Project budget (including volunteer labour, in-kind donations and other sources of funding. Applicants must contribute funds or in-kind contributions of at least 33 percent of the project's value.)

CEPGP does not fund:

- For-profit groups or other organizations
- Individuals
- Government agencies
- Organizations with political affiliations
- Ongoing operating costs and salaried positions
- Major costs such as buildings, vehicles or large equipment
- Refreshments
- Business-development plans
- Deficit financing for organizations in debt
- Projects for audiences outside the City
- Projects that duplicate work already being done by the City or other community organizations such as community food gardens

Only one application per organization will be accepted each year. Eligible groups include community associations, community groups, youth groups, school councils/parent associations, and industry and trade associations. Organizations must be based in Ottawa and adhere to not-for-profit principles.

Completed applications and supporting documents can be submitted to the CEPGP Coordinator by email, mail, or in person to:

City of Ottawa
Planning, Infrastructure, and Economic Development Department
110 Laurier Avenue West, 4th Floor (01-14), Ottawa, ON K1P 1J1
cepgp@ottawa.ca

Should you have questions regarding your application, please contact Jen Brown, CEPGP Coordinator, at 613-580-2424 extension 27914.

Applicant Information

Contact Person:					
Title:					
Organization Name:					
Address:					
City:		Province:		Postal Code:	
Telephone:			Email:		

Project Description

Name of Project:	
Amount requested from CEPGP:	
Briefly describe the project. Include the purpose, goals and objectives, expected results, how the project will be evaluated, and how the project will support an environmentally sustainable Ottawa.	

Briefly describe the plan to implement the project. List all major tasks and identify when they will be completed and by whom. If applicable, identify how and by whom this project will be maintained following completion.

Projects must be completed within one year of receiving funds.

Are you partnering with any other groups or organizations for this project, including the City of Ottawa?

For any anticipated City of Ottawa contributions, estimate the number of hours of City staff time required, and all products/services and equipment you hope to receive or borrow from the City.

If applicable to your project, please provide the following as separate attachments:

- **A project sketch indicating:**
 - **Project location**
 - **Existing site conditions**
 - **Proposed changes to site**
- **Photos of existing site conditions**
- **Proof of property owner consent if the property is not owned by the applicant**

Description of Organization

Please provide a brief overview of your organization's mission and mandate.

Does your organization currently have an active CEPGP project? Organizations are allowed to have one active CEPGP project at a time.	<input type="radio"/> Yes	<input type="radio"/> No
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Has your organization requested or will be requesting other City of Ottawa grants in the current year?	<input type="radio"/> Yes	<input type="radio"/> No
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If yes, please provide details.

Does your organization adhere to not-for-profit principles?	<input type="radio"/> Yes	<input type="radio"/> No
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Has your organization supported this application?	<input type="radio"/> Yes	<input type="radio"/> No
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How did you hear about CEPGP?

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Project Budget

Outline the project budget below. If space is not sufficient, attach your project budget as an appendix to your application. **Applicants must contribute funds or in-kind contributions of at least 33% of the project's value.** Reminder that CEPGP funds cannot be used towards salaries or on-going operating costs.

Items	Total amount (\$)	Funding Source		
		Request from CEPGP	Other funding sources* (\$)	In-kind Contributions* (\$)
Materials (Include donated materials)				
Services (Include donated services or volunteer time calculated at \$20/hr maximum)				
Other				
Total				

I certify that the information submitted is true and accurate to the best of my knowledge. On behalf of the organization, I hereby declare that the funds will be used as described in our request. Unused funds will be returned to the City of Ottawa.

Date:
(DD/MM/YYYY)

Signature: _____

Municipal Freedom of Information and Protection of Privacy Act

Personal information provided by the applicant on the application form is collected for the purpose of the City of Ottawa's Community Environmental Projects Grant Program. The information will be used internally to administer the Program.