

**2018-19 Language & Cultural Development Fund**

**Application Form**

***Section 1: Background Information***

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| **Section A: Organizational Information** |
| Name of Organization Applying for Funding: Date Organization Established:  |
| **Section B: Type of Organization (please check one)** |
| [ ]  Not for Profit [ ]  Community Group [ ]  For Profit [ ]  Other (please specify):  |
| **Section C: Prior Year Funding** |
| Have you received funding from HCCC in the past? [ ]  Yes [ ]  No |
| **Section D: Mailing Address**  |
| # and Street Name:City: Province:  | P.O. Box: Postal Code: |
| **Section E: Phone, E-Mail, Website (if available)** |
| Phone #: Email Address: Website (if applicable): |
| **Section F: Lead Applicant (name of person to contact if more information is required)**  |
| Name: Phone #: Email:  |
| **Section G: Board of Directors / Executive Members:*****(Please list the name and contact information for your Board of Directors or Executive Members – if applicable)*** |
| Board of Directors:Executive Members: |

***Section 2: Project Information***

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| **Section A: Project Background Information** |
| Title of your Project:Project Start Date: Project End Date:  |
| **Section B: Project Costs and Funding Summary*****(Please summarize the total project costs and sources and amounts of funding required – more detailed financial information will be requested in the Excel template)*** |
| Project Costs:Total Project Costs = $ | Project Funding Sources:HCCCOther (specify): Other (specify): Other (specify):  | Project Funding Amount from each Source (indicate if funding has been approved):$$$$   |
| **Section C: Organization Description & Mandate:*****(Please provide a description of your organization and discuss its mandate – maximum 250 words)*** |
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| **Section D: Management Experience & Capacity:*****(Please indicate who the key members of your team are and what experience and capacity each brings to the project – maximum 300 words)*** |
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| **Section E: Project Description:*****(Please provide an overview of your project, its objectives, impact on the community, number of community members it will benefit directly, etc. – maximum 300 words)*** |
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***Section 3: 2018-19 Project Activity Workplan***

**Please describe your 2018-19 project workplan (use as many rows as required):**

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| --- | --- | --- | --- | --- |
| Workplan Activities | Responsibility | Timeline | Results | Measurement |
| *What activities will be carried out to achieve the desired goals?* | ***Who is responsible for each activity?*** | ***Requested projected amount for this task?*** | ***Expected results*** | ***How will you measure your success?*** |
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***Section 4: Financial***

* + Please complete the Excel workbook template (Project Costs & Funding)

***Section 5: Signature Page***

The Signing Officer(s) understand and agree that:

* All information provided to Ogwawihsta Dedwahsnye in this application is true and correct to the best of our knowledge.
* We authorize Ogwawihsta Dedwahsnye to make enquiries about this application to third parties, if necessary.

The authorized Signing Officer(s) must sign this application for it to be valid.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signing Officer 1** | **Signing Officer 2****(if applicable)** | **Signing Officer 3****(if applicable)** |
| **Name** |  |  |  |
| **Signature** |  |  |  |
| **Title** |  |  |  |
| **Date** |  |  |  |

**The deadline to receive your completed application is:**

**Friday, February 16, 2018 by 4:30 pm**

**Please email your completed application to:** **hccc.application@gmail.com**

**or deliver it to:**

**HCCC Administrative Office at the GREAT building,**

 **16 Sunrise Crt, Suite 600 (2nd floor)**

**Late applications will not be accepted. Thank you.**