



GUIDELINES FOR THINK LOCAL BEAUTY GRANT 2012



EXPLANATION OF GUIDELINES

The guidelines for the Think Local Beauty Grant 2012 are the “rules” of the program. They are provided to help applicants navigate through the grant process. The Lorne Community Development Corporations administers the Think Local Beauty Grant 2012.

WHAT TO DO

Organizations interested in applying for funding should refer to these guidelines to understand the application process. The organization should decide on a project that can be completed within the timeframe listed. Once a project has been chosen, the organization should compile all the information required in the application. Ensure that proper contact information is noted on the application, and submit the application to:

Lorne CDC
Box 162
Swan Lake, MB R0G 2S0

WHO CAN APPLY

Applications are accepted from community based organizations. A community-based organization is a grouping of five or more individuals that reside, work, or take interest in an area within the RM of Lorne. An organization can be a recognized organization or an organization formed for the sole purpose of creating a project. An organization does not need to have incorporated status to apply. Organizations are encouraged to partner with other entities for the creation of a project. Outside entities can offer support by providing technical assistance, volunteers for the project, discounts or donations of materials and services, and/or donations of cash.

NON-ELIGIBLE APPLICANTS

Single businesses, individuals, government departments or offices, and political groups are not eligible to apply for funding.

PROJECTS

Community-based organizations can apply for funding for projects in public places. Projects should build community through the implementation process and enhance the beauty of the neighborhood once complete. Proposals should be for physical improvements.

All projects should start after **April 1, 2012** to be completed by **October 30, 2012**.

ELIGIBILITY REQUIREMENTS

All projects must meet the following five eligibility requirements in order to be considered for funding. Projects must:

1. Be contained within the service area of the Lorne CDC.
2. Have public access.
3. Be submitted by a community-based organization.
4. Include a timeline to be completed by September 30, 2012.
5. Include in-kind contributions that equal or exceed the amount requested.



GUIDELINES FOR THINK LOCAL BEAUTY GRANT 2012



NON-ELIGIBLE PROJECTS

Projects not eligible for funding are those that:

- Are in part or in whole situated outside of the service area of the Lorne CDC.
- Conflict with existing zoning regulations.
- Fund ongoing services.
- Primarily benefit a single individual.

USE OF FUNDS

Up to \$500 is available per community within the service area of the Lorne CDC. The awarded funds can be used in the following ways:

Professional services

The grant can be used to pay individuals or businesses for services that are directly related to the implementation of the project. This includes licensed contractors, landscape designers, craftsmen, and artists.

Materials & supplies

The grant can be used to pay for materials and supplies directly related to the implementation of the project. Some examples of materials and supplies are plants, paint, mulch, lumber, garden supplies, planters, trash receptacles, and benches. The grant can also be used to pay for a plaque or a sign to commemorate the project and acknowledge the participants.

Shipping & delivery expenses

The grant can be used to pay for shipping and delivery expenses.

Equipment rental

The grant can be used to rent equipment needed to complete the project.

INELIGIBLE GRANT USE

Awarded funds CANNOT be used to pay for:

- Work performed managing the project.
- Miscellaneous items such as t-shirts, design services, books, and entertainment.
- Administrative salaries or an organization's operational expenses.
- Trainees or other training costs.
- Advertisements.
- Ongoing maintenance expenses.
- Administration costs of the organization.
- Reimbursements for purchases prior to award notification.

IN-KIND

In-kind is the organization's contribution towards the project. The organization must provide documentation that shows a contribution that equals or exceeds the grant amount requested. Some examples of valid matching contributions are:

- The value of discounts and donations of professional services.
- Outside funds.
- The value of discounts and donations of materials and supplies.
- Donations of general volunteer time, valued at \$15 an hour.



GUIDELINES FOR THINK LOCAL BEAUTY GRANT 2012



Requested funds can be matched 100% by in-kind contributions. Volunteers may contribute towards the in-kind by working on, planning, organizing, or preparing the project. Pledges of volunteer labor should be documented and included in the application.

APPLICATION SUBMITTAL

1. Organizations must submit **THREE (3) COPIES** of the application.
2. Submit all proposals on the forms provided in the 2012 Think Local Beauty Grant Application Packet.
3. Drawings or photos, if applicable, should be submitted on additional sheets of paper.
4. Applications must be mailed to:
LORNE CDC
Box 162
Swan Lake, MB R0G 2S0
5. Applications must be RECEIVED no later than May 1, 2012.

APPLICATION REVIEW PROCESS

The number of projects funded may not exceed one project per community within the service area of the Lorne CDC. The application review will be conducted by a sub-committee of the Lorne CDC.

REVIEW CRITERIA

1. The Community Review Panel assigns scores based on the following criteria:
2. The **budget** is realistic, thoughtful, and appropriate.
3. The **in-kind** is realistic, and appropriate. In-kind from organizations or individuals other than the applying organization are helpful.
4. The organization is **capable** of completing the project.
5. The project implementation process **builds community**.
6. The project is a **good investment** for the Lorne CDC and a good use of the funds.
7. The **application** overall is clear and logical.

AFTER SUBMISSION

Notification letters are mailed to the Project Manager by May 30, 2012.

Organizations must submit receipts equal to or greater than the grant award to receive the grant funds. Receipts must be submitted before October 30, 2012.

PERMITS & USE OF PUBLIC SPACE

Approval of a grant in no way implies authorization to use the public space outlined in the project, nor does it imply any permits. The organization is responsible for obtaining all permits required by law, and permission from the proper authorities/owners for use of any space, both public and private.



THINK LOCAL BEAUTY GRANT APPLICATION 2012



APPLICATION SUMMARY SHEET

PAGE 1 OF 3

REVIEW # (For Office Use Only)	PROJECT # (For Office Use Only)
--------------------------------	---------------------------------

PROJECT NAME	NAME OF COMMUNITY
--------------	-------------------

BRIEF PROJECT DESCRIPTION (25s WORDS OR LESS)

PROJECT SITE NAME AND FULL ADDRESS

PROPOSED PROJECT COMPLETION DATE

LEAD ORGANIZATION NAME

PROJECT MANAGER / CONTACT	TITLE
---------------------------	-------

MAILING ADDRESS

DAY PHONE	EVENING PHONE	CELL PHONE
-----------	---------------	------------

E-MAIL ADDRESS	FAX
----------------	-----

BY SIGNING BELOW, I agree to the terms of the 2012 Think Local Beauty Grant Guidelines. I also acknowledge that the information submitted in this application is accurate to the best of my knowledge. Submitting an application with misleading information may be cause for disqualification.

GRANT REQUEST

ORGANIZATION CONTRIBUTION (including in-kind)

HEAD OF ORGANIZATION SIGNATURE	DATE
--------------------------------	------

TOTAL PROJECT VALUE



THINK LOCAL BEAUTY GRANT APPLICATION 2012



PROJECT DESCRIPTION SHEET

PAGE 2 OF 3

PROJECT DESCRIPTION (Please describe the project for which the funds will be spent. If the project is part of a larger project, describe how the funded project will complement the larger project. You may include drawings, if that will help explain your project better.)

