



## Funding request form

PROJECT TITLE: \_\_\_\_\_

### 1. PROMOTER IDENTIFICATION

Name of promoter \_\_\_\_\_

Street address \_\_\_\_\_

Municipality and postal code \_\_\_\_\_

Legal status \_\_\_\_\_

Business Number (NEQ) \_\_\_\_\_

Project location \_\_\_\_\_

Name of the project manager \_\_\_\_\_

Function within the organization \_\_\_\_\_

Telephone no. \_\_\_\_\_

Email address \_\_\_\_\_

Fiscal year end date \_\_\_\_\_

Project start date \_\_\_\_\_

Projected end date of the project \_\_\_\_\_

Amount requested \_\_\_\_\_

Mission of the promoter (for NPO & COOP)



**2. IMPACT(S) OF THE PROJECT RELATED TO THE INTERVENTION PRIORITIES OF THE MRC PONTIAC (20%)**

- Tourism
- Culture and heritage
- Economic growth
- Agriculture
- Socio-community
- Environment (agriculture, forestry)

**Describe how the project relates to the priorities (20 points):**

**3. PROJECT DEFINITION (40%)**

**A. Project summary:**

**Specific objectives of the project (2.5 points):**



**Detailed description of the project (5 points):**

You can attach documents to your application, allowing for a better understanding of your project (such as a business plan, organization planning document, etc.). Clearly specify how the project responds to the realities of the MRC Pontiac.

**Refers to existing policies (10 points):**



**B. Quality of jobs – created or maintained (2.5 points)**

Jobs created or consolidated (number and description of jobs) :

*Permanent jobs or part-time jobs:*

Permanent jobs (number):  Duration:

Part-time jobs (number):  Duration:

**C. Improvement of living environments (revitalization) (10 points):**

**D. Overall appreciation of the project (innovative/inspiring) (10 points):**



**4. ESTIMATED PROJECT COST AND FINANCING (40%)**

**A. Describe the economic benefits and the social impacts, as well as the potential jobs following the realization of the project (10 points) :**

**B. Partners involved in the project and type of partnership, financial and / or collaborator (10 points):**

**C. Timeline for the realization of the project (10 points):**

Please enter the approximate dates of different steps of the project:

STEPS OF REALIZATION (actions)	DATE



**D. Budget (10 points):**

Refer to the « Eligible expenses » section of the Support policy for development projects.

**Project cost breakdown (10 points):**

DESCRIPTIONS	AMOUNT
<b>(Must balance with the project financing plan.)</b>	<b>TOTAL:</b>

**Projection of the project financing plan:**

DESCRIPTIONS	AMOUNT
Funding requested from the FRR	
Promoters' contribution (20%):	
Other:	
<b>(Must balance with Project cost breakdown.)</b>	<b>TOTAL:</b>

**5. RESUME (previous projects)**

What projects have you or the Promoter carried out in the past, with or without the financial aid of a subsidized program:



**6. DOCUMENTS TO BE JOINED**

All applications made to the Region and Rurality fund – component 2 must be accompanied by the following:

1. Duly completed application.
2. Initial Budget (See section 4.d) of the application form).
3. Letter for all volunteer contribution.
4. Declaration and signature (section 7 of the application form).
5. Tax form (if applicable) – Not required for municipalities. Only NPOs that are exempt from taxes will have something to provide.
6. Resolution from the Board of Directors authorizing a member of the organization to sign this application, as well as all relevant documents pertaining to this application (agreement, final report).
7. Resolution from the Board of Directors confirming a minimum commitment of 20% (where at least 10% being monetary in nature) of the project’s total cost.
8. Letters of patent or any official constitutional documents pertaining to the lead organization. (Not applicable for municipalities).
9. Letters of intention from all project partners confirming their contribution and indicating the amount and nature of their commitment **including in-kind**.
10. Letter of support or collaboration from municipalities or other local organisations with interests.
11. Minimum two (2) quotes or estimates, if applicable.
12. Financial statements from the last two (2) years of operation. (Not applicable for municipality).
13. Updated list of the Board of Directors. (Not applicable for municipality).
14. Declaration of conformity duly completed by the municipality for all construction, renovation or expansion projects, or if the economic development department deems it necessary (Annexe B)

**7. SIGNATURE**

I, the undersigned \_\_\_\_\_, duly authorized representative of the promoter, declare that I am making an official request for a grant **in the amount of \$\_\_\_\_\_** to the Regions and Rurality Fund – component 2 of the MRC Pontiac.

I hereby certify that the information contained in this form and the attached documents are, to the best of my knowledge, complete and true in all respects.

I understand that the documents transmitted by the promoter remain the property of the MRC Pontiac and the latter will ensure the confidentiality of these documents. However, the promoter authorizes the MRC Pontiac to exchange with any ministry, government agency, municipal corporation, and financial institution all the information presented in this grant application upon reception of a notice of compliance and/or a sectoral notice, if applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Function

\_\_\_\_\_  
Date