



Application Checklist

To assist with the submission of your application, you may want to complete and submit this list with your application.

All Applications must include:

Governance information

- Provide the names and phone numbers of the organization's board of directors or governing body; or
- Provide the names, phone numbers, and addresses of committee members if the organization is an ad-hoc committee

Letters

- One or more letters showing community support for the project
- Letter(s) from project partner(s) confirming their involvement, if application (e.g. school supporting tutoring program)

Proof of organization's type, legal status, and governance structure

- A document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA (e.g. tax-related document, CRA correspondence)
- If incorporated: a copy of one of the following: letters of patent, articles of incorporation, certificate of incorporation, memorandum of association, your rules, by-laws, or constitution
- If not incorporated: a copy of your rules, by-laws, council resolutions, or constitution
- Indigenous organizations: include a copy of a Band Council Resolution (BCR) or any other permission required

Applications for renovations or retrofit activities must include:

Owner of premises, or land, where organization operates

- Provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement)

Renter of premises

- A copy of lease agreement or letter of understanding with at least a five-year lease period reminding, including details of the maintenance and upkeep agreement
- A letter of consent from the owner confirming their agreement with the proposed renovation or repair

External cost estimates (3 per activity)

- Provide at least three external estimates for each activity.