



## Community Grants Application Form

### Tips for successful application:

- Read all instructions
- Please ensure ALL parts of the application are filled out
- Please provide a detailed budget
- Please indicate how many participants are expected at events
- Please ensure that previous Evaluation Reports for other LRWC grants have been submitted
- Grant deadlines: June 1, September 1, December 1 & March 1

### Please note:

Eligible groups/individuals must be operating from the geographical area served by the Labrador Regional Wellness Coalition. The Coalition serves 14 communities in Labrador: Labrador City/Wabush, Churchill Falls, Happy Valley-Goose Bay, North West River, Sheshatshiu, Nain, Hopedale, Makkovik, Cartwright, Postville, Black Tickle, Natuashish, Mud Lake and Rigolet.

### A: What is the Labrador Regional Wellness Coalition?

The Labrador Regional Wellness Coalition is comprised of community members, community based organizations, agencies and government departments. The goal of our Coalition is to work with communities to keep people healthy, build upon successes and celebrate community champions to create a healthier Labrador. It is our hope to move this process forward through health promotion. The Provincial Wellness Strategy (August 2003) states that Wellness is a state of emotional, mental, physical, social and spiritual well-being which enables people to reach their personal potential within their communities. In keeping with this ideology, our Coalition is presently undertaking initiatives that promote and support the areas of healthy living, healthy environments, mental health promotion, and child and youth development.

### B: What is the purpose of Community Grants?

The purpose of the Community Grants is to support community involvement and action that promotes Wellness priority areas (highlighted above) by providing funding and resource support. The Community Grant can be used for a variety of activities that promote one or more areas of Wellness.

### **C: What is the deadline for applications?**

We have broken the deadline into four (4) different end dates, depending on when your project/initiative is to take place:

- June 1
- September 1
- December 1
- March 1

**Please apply as early as possible; the grant review process (including the issuing of funds) takes AT LEAST 4 WEEKS following the deadline.**

### **D: Who is eligible?**

Our Community Grants will target non-profit groups and/or individuals who are working to promote Wellness in their communities. Eligible groups and/or individuals may include but are not limited to:

- Community groups/centers targeting children/youth
- Community groups/centers targeting seniors
- Family Resource Centers
- School Councils

### **Reminder for Repeat Applications:**

- Organizations seeking repeat funding must have submitted receipts and an evaluation report from the previous successful application.
- Repeat applications must propose a new project or further develop their existing proposal.
- Due to high number of grant requests, repeat grants are eligible for review on a yearly basis.

### **E: Who will not be funded/not eligible?**

- Contributions to fund-raising drives
- Core operating expenses
- Capital expenditures (e.g. computers)
- Scholarships or bursaries awarded to individuals
- Salaries

### **F: What amount of funding will be available?**

Grants will be available up to a maximum of \$1000.00. Any monies not used for the activity/ initiative applied for must be returned to the Labrador Regional Wellness Coalition.

Included in your confirmation of receiving a grant you will also find a handout on easy tips for providing healthy snacks at your event. We ask that you review it and try to provide healthy food, as this event will be partially or entirely funded by wellness we would like you to help us spread the healthy living message.

**G: Do grant recipients have to complete a final report to the Coalition?**

YES. All grant recipients will be required to submit a final report/evaluation (included with the Community Grant Application). Failure to comply with this requirement will result in the group/individual becoming ineligible for future funding from the Coalition. Please include participant feedback with your final report.

**The final report/evaluation MUST be submitted to the Community Grants Committee no later than four (4) weeks after the money is spent.**

ALSO, When you send back your final report please send along a few pictures of the event/initiative for us to place on our website and in our newsletter – help us get your Labrador Wellness Stories out to our communities and the rest of the province.

**Instructions:**

1. Complete this form.
2. Save it on your computer. **This is important!** For help see “How to Save Your Completed Form” on the last page of this document.
3. Send the PDF file as an email attachment to [grants@lrwc.ca](mailto:grants@lrwc.ca)

Labrador Regional Wellness Coalition  
**Community Grants Application Form**

**APPLICANT INFORMATION**

Name of Organization/Group:

Organization/Group Description:

Contact Person:

Contact Person #2:

Mailing Address:

Mailing Address:

Tel:

Tel:

Fax:

Fax:

Email:

Email:

**CHEQUE AUTHORIZATION**

Name of business or organization to be on the cheque we issue:

**PROJECT DESCRIPTION**

Project Name:

Project Location:

Start Date:

End Date:

Brief description of what you want to do:

Wellness areas covered (Please check ALL that apply):

Heathy Eating

Injury Prevention

Environmental Health

Physical Activity

Mental Health Promotion

Child & Youth Development

Tobacco Control

Target group: Who is the project intended for?

Expected no. of participants:

Goals: What do you plan to achieve?

Activities: How will you do it?

Evaluation: What will you do to find out if your project worked?

Project partners:

What are these partners doing to help with this project?

How will this project benefit your community?

What else would you like us to know about this project?

**PROJECT BUDGET**

*Maximum of \$1,000 from Labrador Regional Wellness Coalition (LRWC).*

Budget Item - Details Required	Cost	From Whom?
<i>Example:</i> Refreshments - apples, bananas, water	\$200	LRWC
Total		

How will you recognize the contributions of the Coalition? (posters, newsletters, etc.)

Would you like some promotional materials displaying the Coalition logo? If so, please email [info@lrwc.ca](mailto:info@lrwc.ca)

**For Office Use Only:**

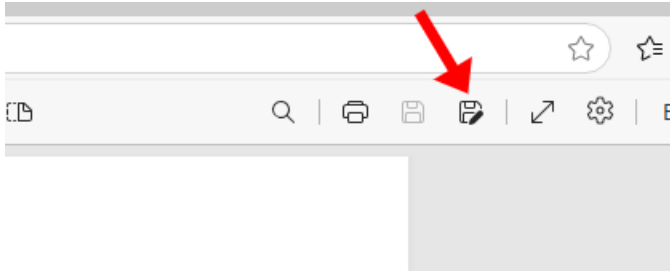
Application received by:	<input type="text"/>	Date:	<input type="text"/>
Application reviewed by:	<input type="text"/>	Date:	<input type="text"/>
Application approved by:	<input type="text"/>	Date:	<input type="text"/>
Amount awarded:	<input type="text"/>		

## How to Save Your Completed Form

After filling out the form you **must save it** on your computer else your information will be lost. How to save it depends on the program you're using. Here are three common examples.

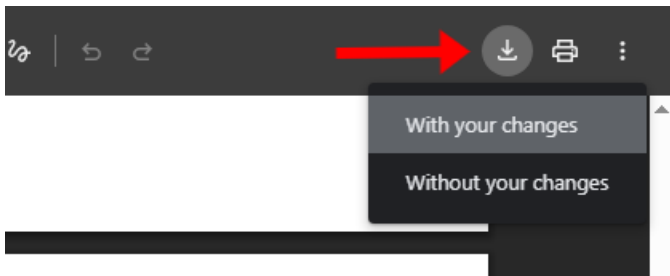
### Microsoft Edge

Click the **"Save As"** button on the toolbar at right:



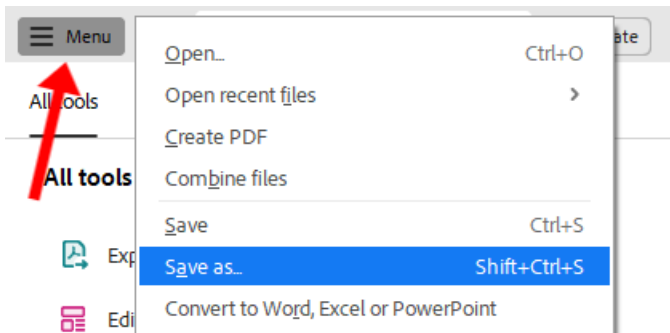
### Google Chrome

Click the **"Download"** button on the toolbar at right, then choose **"With your changes"**:



### Adobe Acrobat

Click the **"Menu"** button at left, then choose **"Save as"**:



### Naming the PDF file

For convenience you can change the file name to include your organization. For example:

Original Name: LRWC Community Grants Application Form.pdf

Your Name: LRWC Community Grants Application My Organization.pdf