

# Sustainable Neighbourhood Small Grant Application

For Office Use Only - Project No.:

Project Contacts			
Main Applicant		Co-Applicant	
Name		Name	
Address		Address	
Phone #		Phone #	
Email		Email	

Project Information			
What is the name of your project?			
Location			
Start Date		End Date	
Registered Owner of the Lands (if applicable)			
Name			
Address			
Contact			
Phone #			

Project Summary
Complete a detailed description of your project in the spaces below. Attach additional pages, if necessary.
<p>What is your project idea and vision?</p>
<p>Which of the following objectives does your project meet?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contribute to reduction of greenhouse gas emissions</li> <li><input type="checkbox"/> Enhance the health, resilience and sustainability of our ecosystem and natural environment</li> <li><input type="checkbox"/> Help attain Markham's Zero Waste targets</li> <li><input type="checkbox"/> Beautify neighbourhoods and communities</li> <li><input type="checkbox"/> Conserve and protect our natural environment</li> <li><input type="checkbox"/> Other _____</li> </ul>

Please describe how the objectives are met:

Describe how people in the community will directly benefit from your project.

What will your project accomplish and how will the environmental benefits be measured?  
Include work plan with timelines as an attachment.

How will you promote the Sustainable Neighbourhood Small Grant with this project?

Who will maintain and monitor the project after completion? Describe how.

Project Cost Summary					
Materials & Supplies	Quantity	Unit Cost	Total Cost	SNSG Request	Other Funding
(e.g. garden plants)	10	\$5.00	\$50.00	\$50.00	\$00.00
Total					

Volunteers/Participants	Number of Hours
(e.g. Volunteer gardeners)	5
Total In-Kind Hours Worked	

## Terms & Conditions

If approved for funding, the Applicant agrees as follows:

1. The Applicant must use the funding only for the purposes specified in this Application and shall not dispose of any surplus Sustainable Neighbourhood Small Grant funds, nor direct funding towards other programs. All unused funds must be returned to the City of Markham.
2. The Applicant will keep proper accounts of all receipts and expenditures, relating to the Project, and make available for audit by the City of Markham and demonstrate that it has explored other sources of financial support.
3. The Applicant must notify the City of Markham of any conflict of interest or other contentious situations, and confirm that there shall be no personal benefit directly, or indirectly, from the funding.
4. The project will be represented as the responsibility of the Applicant. The Applicant may not represent itself as an agency of the City of Markham in any way, the only relationship being that the City of Markham has approved and granted financial assistance to the Applicant.
5. The Applicant will comply with all relevant policies, secure all permits for this project including Registered Owner of the Lands consent, if applicable.
6. All Applicants receiving funding must acknowledge Sustainable Neighbourhood Small Grant funding on all promotional material or signage associated with the project. If an event is scheduled, City of Markham signage must be present (to be provided by the City of Markham). The City of Markham reserves the right to review communication materials to ensure compliance with City of Markham Communication Standards.
7. Applicants receiving a Sustainable Neighbourhood Small Grant are required to submit a Project Report upon completion of the project and no later than 12 months from delivery of the funding.
8. The Applicant will allow the City of Markham to use the project name and any images associated with the project to promote the Sustainable Neighbourhood Small Grant by signing a Photo & Video Consent Release Form. The City of Markham reserves the right to claim ownership of data resulting from the project including greenhouse gas emission reductions.
9. The Applicant agrees and acknowledges that the City of Markham has no responsibility for and has no liability with respect to the project. The Applicant agrees to indemnify, defend and hold harmless the City of Markham from any and all liability, loss, claims, demands, costs, and expenses arising in connection with the project.

### APPLICANT'S AGREEMENT

I hereby make application for funding from the Sustainable Neighbourhood Small Grant, declaring that all information contained herein is true and correct and acknowledging that the City of Markham will assess this Application based upon the information contained in this Application. By signing below, I confirm that I have read, understand and agree to the above Terms and Conditions.

\_\_\_\_\_

Main Applicant Name (Printed)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant Name (Printed)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Application Checklist:

- Completed application form
- Supporting documents (e.g. maps, drawings etc.)
- Signed Photo & Video Consent Release Form
- Submit your application to [sustainabilitygrant@markham.ca](mailto:sustainabilitygrant@markham.ca) (deadline as stated on website)

**NOTE: Submission of this application form does not guarantee funding.**