



**COMMUNITY BUILDER GRANT PROGRAM
OUTSIDE COMMUNITY COORDINATOR
2024 APPLICATION FORM**
(Projects/Programs to be completed in 2024)

Name of Program / Project:	
Total Program / Project Costs:	\$
Total Requested from BIA	\$

IMPORTANT Application Requirements:	
<ul style="list-style-type: none"> • Applicants must engage with a minimum of three (3) Downtown Kitchener BIA member businesses. • Submissions must be inclusive placemaking initiatives. Applications that have admission/participation costs are not eligible for funding. • The total requested amount must not exceed 50% of total program/project costs and cannot exceed the maximum project funding cap of \$5,000. • All applications must be submitted 60 days before the event/program start date for consideration. • Only one application is permitted per calendar year by Outside Community Coordinators. • Applications for programs already funded through the Member Business stream of the Community Builder Grant Program will not be accepted. • Please note expenses will not be covered for staffing costs. • Applications will only be accepted by Outside Community Coordinators. Therefore, member businesses must apply for the Member Business stream of the Community Builder Grant Program. 	

APPLICANT INFORMATION

Project Coordinator:			
Telephone Number:	Work:	Home:	
Email Address:			
Name of Group / Organization:			
Downtown Kitchener BIA Member	Y / N	Community Group	Y / N
Mailing Address:			
Telephone Number:			
Website:			
Social Media URLs:	Twitter: Facebook: Pinterest: Instagram: Other:		

***Note that all reimbursements must be made to an organization.**

Group / Organization's Mandate & Prior Work

Please provide a brief overview of your mandate and highlight prior work in the community:

Target Demographics

Please explain briefly (200 word maximum) the target demographics you wish to host this event for:

Target Timeline

Please explain briefly (200 word maximum) the target timeline you wish to host this program/event:

Anticipated Attendance

Please outline the anticipated attendance for this event, and how it will be calculated:

Funding

If you awarded Community Builder Grant Funding, how will you acknowledge this support from the businesses of Downtown Kitchener:

If you do not receive the full funding amount within your submitted application, please explain how this will change your programming and how you will acknowledgement support from the businesses of Downtown Kitchener:

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PROPOSAL INFORMATION

Project or Program Summary

Please describe briefly (200 word maximum) the program or project, and how it will help to bring an amazing experience to our Downtown:

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Affiliations / Collaboration with Downtown Kitchener Businesses
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Please list the businesses and/or other organizations in Downtown that will be involved with the project. **Contact name, information (phone and/or email) and how they will be involved** must be included beside each business listed.

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Note: To be eligible for funding, a minimum of three (3) businesses MUST be included in the project.

Other Partnerships / Collaboration

Please provide a list of any other partners, anticipated public involvement and if applicable any anticipated need for road closures or access to other public spaces:

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Budget: Revenues

Please provide a budget showing anticipated revenues. *Note, 'Actual' financials must be reported within thirty (30) days of the event.*

Revenue	Budget	Actual * Final report only	Notes
Local Government			
Provincial Government (specify)			
Federal Government (specify)			
Foundations (specify)			
Cash Donations			
Fundraising			
Applicant Contribution			
Sponsorships (specify)			
Other Cash (specify)			
In-Kind (list products and or services that are being provided for your use free of charge)			
Total Revenue			

Budget: Expenses				
Please provide a budget showing anticipated costs; what is the total budget, how much is requested from the BIA, what are the other contributions (shared funding, volunteer labor, donated materials, fundraising). <i>Note, 'Actual' financials must be reported within thirty (30) days of the event.</i>				
Expenses	Budget	Actual * Final report only	Amount requested from Community Builder Grant Program	Notes
Fee for artists				
Administration costs				
Travel				
Facilities rentals				
Equipment Rentals				
Equipment Purchases				
Technical support				
Licensing Fees				
Marketing				
Printing				
Materials				
Other				
Total Expenses:				

DECLARATION

In making this application, I/we, the undersigned, declare to the best of our knowledge that the information contained in this application is accurate and complete. Further, that should our proposal be accepted in part or in whole, the funds granted would be used for the stated purposes and that I/we would comply with all terms and conditions as outlined.

Name (please print)	
Signature	
Position/Title	
Date	