LEAP Project
Funding Application - 2024

1. Community, Organization or Group Requesting Assistance

Organization Name:	
Mailing Address:	
City/Town:	Postal Code:
Business Number:	

(Federal number used for HST, payroll etc. If your organization does not have one, write N/A)

Contact Person:	Position/Title:
Contact Information	
Primary Phone:	Secondary Phone:
Email:	

2. Have you received funding from KLCFDC and/or KLBCDC in the past two years?

☐ Yes ☐ No

If yes, please tell us about the outcomes of your previously funded projects:
(feel free to attached media coverage or reports)

3. Project Information:

Project Title/Name:	
Start Date:	Completion Date:
Location:	

4. Project Finances

Total Project Costs (do not include in-kind)	
Total Revenue from Sources other than KLBCDC	
Amount Requested	$
Total Value of In-Kind Contributions	

5. Authorization:

The undersigned certifies that all information provided to the KLBCDC in support of this request for funding is true and complete and undertakes to provide any further information that may be required to render a decision, in a timely manner.

The undersigned also herewith provides consent for the KLBCDC to make sufficient enquiries that may be necessary in the evaluation of this request for funding.

Authorized by:

_____
Signature

_____
Name and Title (please print)

_____
Signature

_____
Name and Title (please print)

_____
Date

6. Description of organization or group

As part of your proposal include:

- information regarding the purpose of your organization (mission and mandate)
- a brief history of the organization
- a list of board members
- a copy of its charter or articles of incorporation or letters patent
- any other pertinent information

If your group is unincorporated, to be eligible for funds you must show evidence that you have a governance structure in place (a committee or board with defined roles) and have a financial management system in place (separate bank account, financial statements).

7. Partner information:

Attach a list of organizations (including contact information and contact person) that are partners in this project. Please note: A partner has significant involvement in the project with planning, providing funds and/or in-kind contributions.

8. Project Summary

Describe the project details and include the following in the proposal. Please note that the review committee will be assessing your application according to the criteria listed in the guidelines.

1. Provide an overall description of the project. Let us know what you want to achieve and how you are going to do this. If your project is part of a larger initiative with multiple phases or components, please provide a description of the larger project and describe how this phase or component of the project fits into the big picture. Please be sure to be specific about what part of the project you would like LEAP funding to support.

2. If this application is for mitigation of COVID-19, please describe how your organization has been affected.

3. Describe how the project promotes Community Economic Development in Kawartha Lakes and in what ways it addresses the Strategic Priorities of the KLBCDC (see guidelines).

4. Describe how the project contributes to community resiliency and/or community vibrancy (see guidelines).

5. Explain how this initiative is incremental (a new initiative, enhances existing activities or an addition to existing activities).

6. List and describe anticipated outcomes of this initiative and how you will measure the success of the project.

7. Explain how your organization has the resources (human, physical, partners) to take this initiative.

8. Explain how you will undertake this project if you are awarded less funds than requested. If less funding is approved, a revised budget will be required and confirmation that your project can still move forward / take place.

9. Provide a timeline for the initiative.

10. Explain how this initiative will be sustained if there are plans for the activity to continue beyond the project period.

11. Provide a timeline for when you anticipate the project costs to be incurred.

9. Budget and Budget description:

Use the LEAP budget form to provide a detailed budget for your project

The LEAP Project may cover up to 100% of eligible costs. Projects requesting 100% must show in-kind contributions.

Partnerships and other funding sources are encouraged.

Please provide a detailed list of all project expenses and outline how you decided on the amounts (do you have quotes? estimates? prior purchasing experience?). Include copies of any quotes or estimates.

10. Financial Statements

Attach a copy of the most recent financial statements for your organization.