



**Diversity and
Community Capacity Fund
Application
2016-2017**

Please complete in full. Only complete applications are will be reviewed.

Part A: Organizational Details

**Applying
Organization**
(official name):

**NS Joint
Registration No.**
(if applicable):

Project Contact:

**Project Contact
Position:**

**Date Started
with
Organization:**

Name of Chair
(if applicable):

Mailing Address:
(all correspondence and
payment will be sent
here)

**Contact Work
Phone:**

**Alternate Contact
Phone:**

Contact Email:

Organization URL:

**Has the organization applied to CCH
programs before? If so, which
programs and when?**

Do you have a vendor number?
(not required)



Part C: Project Budget

All applicants are required to complete the budget form below.

For larger projects, a separate detailed budget may be included.

Project Budget - Expenses		
Item	Total cost of item	Notes
Administration		
Facilities and equipment (rentals)		
Travel		
Resources/ Supplies		
Professional fees		
Honouraria		
Marketing		
Other		
Totals		



Diversity and Community Capacity Fund

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Project Budget - Revenues				
Source	Cash (\$)	In-kind (\$)	Notes	Confirmed? Yes or No
applicant				
Municipal Government				
Provincial Government				
Federal Government				
Donations				
Ticket sales				
other				
Amount Requested				
Totals				



Part D: Project Details

(complete on separate pages and submit)

Answer the following six questions and submit with your application. Number each answer to correspond to the question number. Please print single sided and do not submit application materials stapled or bound in binders, folders or plastic sleeves.

Materials such as photographs, promotional pieces and letters of support may be included with your application.

- 1. Provide a brief description of your organization including when established, mandate or purpose of the organization, and nature of regular activities. Include how this project helps to fulfill your organization's mandate.*
- 2. Describe the project briefly but comprehensively. Include the names of project personnel and collaborating organizations (if applicable). Attach resumes/biographies of principal participants, letters of commitment, or information from other partners as appendices. If support or participation is tentative, include the names of the people/organization who will be approached to assist with the project.*
- 3. Clearly define how the project will support one or more key areas targeted by the program. (see page 1)*
- 4. Provide a work plan, including a timeline. This should include key milestones in project planning and delivery. Dates can be tentative.*
- 5. Describe how the success of the project will be measured and include applicable evaluation documents.*
- 6. What relationships will your organization develop or strengthen within your community by carrying out this activity? (Name specific organizations if applicable)*



7. Application Checklist

- ☐ Have you discussed your project with the program officer? (recommended)
- ☐ Have you completed applications sections A – D?
- ☐ Do your project expenditures and revenues balance?
- ☐ Is your application signed?
- ☐ Will your project contact be easily reached by program staff? (if an organization representative with knowledge of the program cannot be reached, this may delay funding if successful)
- ☐ Have you answered all six (6) questions of Part D?

The Department of Communities, Culture & Heritage is subject to the *Freedom of Information and Protection of Privacy Act*. This means that certain information provided for the purpose of this application may be accessible to anyone under the *Act*. When appropriate, you will be informed of such a request and provided an opportunity to present your views on the possible disclosure of information that may affect your interests

Title: Diversity and Community Capacity Fund Application
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