

## PRE-APPLICATION WORKSHEET

This worksheet is an optional tool for preparing your application entries and/or collaborating with others involved in your project. This worksheet will not be accepted as your application to the Program. You must apply using the online application form.

All the questions you will be asked to complete on the online application form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

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### APPLICANT INFORMATION

#### Registered Applicant/Organization Information (See *Application Guide* for details on who is eligible to apply)

Organization Legal Name

Registration Number

Mailing Address

City Province Postal Code

#### Primary Contact at the Registered Applicant/Organization – if different from above

Primary Contact Name

Phone Number

Email Address

Is the **Registered Applicant/Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Project Lead/Sponsored Organization**.

If you are sponsoring an ineligible organization, the application must be completed and submitted by the eligible **Registered Applicant/Organization**.

yes  no

*\*the following section will only appear if the applicant indicates yes, above*

#### Project Lead/Sponsored Organization

Organization Legal Name

Mailing Address

City Province Postal Code

#### Primary Contact at Project Lead/Sponsored Organization

Primary Contact Name

Phone Number

Email Address

**Organization Mandate**

**PROJECT DETAILS**

Project Title

Project Location

You will be asked to select location(s) from a drop down menu which represents applicable Municipality(ies) and Rural Area(s), please choose all that are relevant.

Estimated Start Date

Estimated End Date

What is the project? What will the project do? How will this be achieved? (220 words)

What issues or opportunities will be addressed? How were they identified? (150 words)

Where will the project take place? (100 words)

Who will be involved in implementing the project? (100 words)

Explain why this project is important to your community. Who will benefit from the project? (150 words)

How will the project be evaluated and how will you know if it has been successful? (150 words)

Why is your organization best suited to deliver the project? (150 words)

**Work Plan**

Provide brief descriptions of your proposed project activities along with timelines for each.

Activity	Overseen by	Start Date	End Date

How long has your organization been active in Golden or CSRD Area A? (100 words)

Is this a onetime event or a continued initiative? If it is a continued initiative, how will it be sustained through other funds or support? (150 words)

Explain why this project does not duplicate existing services or activities? If there is overlap with other community projects, what have you done to partner with those affected? (150 words)

Project Partners. List groups or individuals cooperating in this project and their contributions.

### UN Sustainable Development Goals (SDG)

The RDGLSC will use the [Golden & District Community Foundation's Vital Pulse](#) 2022 Community Report for guidance. It is strongly suggested that grant applicants review this Report and ensure that their project and application addresses improvements in one or more SDG.

Select the top 5 SDGs that your project addresses from the [Golden & District Community Foundation's Vital Pulse](#) 2022 Community Report.

Priority	Sustainable Development Goal <i>(Choose SDG from drop-down menu)</i>	Project Objectives	Anticipated Outcomes
1	Zero Hunger (2)		
2	Climate Action (13)		
3	Clean Water and Sanitation (6)		
4	Life on Land (15)		
5	Good Health and Wellbeing (3)		
6	No Poverty (1)		
7	Gender Equality (5)		
8	Quality Education (4)		
9	Decent Work and Economic Growth (8)		
10	Affordable and Clean Energy (7)		
11	Life Below Water (14)		
12	Reduced Inequalities (10)		
13	Sustainable Cities and Communities (11)		
14	Responsible Consumption and Production (12)		
15	Peace, Justice, and Strong Institutions (16)		
16	Industry, Innovation, and Infrastructure (9)		

Indicate your anticipated project milestones.

## PROJECT CASH BUDGET

List specific budget items under each heading to identify your project's total expenses. In the final column, indicate the amount of funding from CIP/AAP you wish to allocate against each budget line.

### Administration

Cash Budget Item	Total Amount Required	Requested from ReDi

### Contract Fees and/or Staff Wages

Cash Budget Item	Total Amount Required	Requested from ReDi

### Capital Purchases and Project Supplies

Cash Budget Item	Total Amount Required	Requested from ReDi

### Other Costs (Be Specific)

Cash Budget Item	Total Amount Required	Requested from ReDi

**TOTAL PROJECT CASH BUDGET** \$

**TOTAL REQUESTED FROM ReDi** \$

## CASH REVENUE SOURCES

Enter the funds received or requested from other sources. Your *Total Project Cash Budget* should equal your *Total Cash Revenue Budget* to show you have enough funds to complete your project.

Source Name	Confirmed (Y/N)	Amount
ReDi	No	<i>Will auto-populate with TOTAL REQUESTED FROM ReDi</i>

**TOTAL CASH REVENUE BUDGET** \$

## IN-KIND SOURCES & CONTRIBUTIONS

What contributions are being made to the project other than cash?

## SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea (such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc.)?

You may upload up to **five one-page, single-sided supporting documents.**

List what you are submitting:

- 1.
- 2.
- 3.
- 4.
- 5.

Before uploading your supporting documents, ensure the file name is clear and identifies the content.

File size may not exceed 3MB per document.

## DECLARATION

1. I represent the Registered Applicant/Organization and I am authorized to submit this Application.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. The Town of Golden and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fully, partially or not fund any application submitted.

By submitting this application, I hereby acknowledge that the Town of Golden and its agents may disclose this application, and the information contained herein—including but not limited to name, budgets, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.

4. I further agree that the Town of Golden and its agents may proactively disclose to the public my name and location and the amount and nature of funding granted.
5. Any questions regarding such may be directed to [council.clerk@golden.ca](mailto:council.clerk@golden.ca).

I have read and agree to the declaration above. \*

I Agree

Date

Applicant Name

Applicant Title