



**Newmarket Community Action Table (CAT) Project
Quick Action Grant Application 2023 -Residents
Round 2**

Summary

The resident-led Quick Action Grant initiatives will address the community priorities of housing stability and mental well-being. Quick Action Grants of up to \$2,000 will support projects led and delivered by residents that address community priorities. These are short-term projects that should be delivered within 5 months. These projects should focus on a community activity that does any of the following:

- Focuses on an action or activity related to mental well being or housing stability
- Focuses on an action or activity designed to inspire the local community
- Focuses on an action or activity that supports creating stronger connections among residents in the area and/or between residents and other stakeholders

Eligibility

- Alignment to local priorities and fund objectives
- Clear articulation of the project throughout the application
- Financial request is in line with the proposed activities
- Project demonstrates local support of at least 5 residents & community partners as relevant
- Applying community members, groups and agencies operate in or resident within the local area
- If the proposed initiative is part of a larger project for which the applicant has received funding, there must be a clear demonstration that the funding supports a new activity
- Projects should be completed in 5 months from notification of approval
- Be started by at least 5 residents in the community who are not related to each other and do not live at the same address. The residents are either members of a resident group or they have come together to implement a community project. Grants cannot be issued to individuals
- Willingness to work with the Newmarket Community Action Table as the trustee

Trusteeship

Successful resident applicants will be supported by Newmarket CAT as their administrative partner. More information about the trustee relationship will be provided in orientation sessions.

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<u>Eligible Expenses</u>	<u>Non-Eligible Expenses</u>
Food for participants at event/activity	Donations to other groups or organizations, religious groups, or political parties
Entertainment fees	Fines and penalties
Promotion, advertising, and communications	Alcoholic beverages
Speaker fees	Membership fees in clubs and organizations
Municipal permits or approval fees	Maintaining existing services
Honoraria for volunteers not exceeding 30% of the total requested amount	Regular salaries and rent of office space
Online platform subscriptions	Support to ongoing already funded programs or activities where this funding would duplicate other funding received

Steps

- Attend information session (optional)
- Note timeline/deadlines
- Complete the Application Form
- Submit application to khalil@routescc.org by 4:00PM {٤:٠٠PM} on ١٠th, 2023

Timeline

Application Open	! dzdzăŭ hy, 2023
Information Sessions	{ŜĹŲŜYōŜĴ c from 11:00am-12:30pm {ŜĹŲŜYōŜĴ τ from 4:30pm-6:00pm
Application Deadline	4:00pm {ŜĹŲŜYōŜĴ мп, 2023
Grant Selection Team Review	{ŜĹŲŜYōŜĴ h2, 2023
United Way Review	{ŜĹŲŜYōŜĴ ннпс, 2023
Notify Applicants	September 27, 2023
Project Reports Deadline	March 15, 2024

All completed applications must be submitted electronically to Khalil Prescod at khalil@routescc.org by 4:00 pm on Thursday September 14th, 2023.

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1. Project name:

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2. Please list the community in which your project will take place.

	Newmarket Northwest
	Newmarket Central
	Newmarket Heights
	Newmarket Armitage
	Newmarket Stonehaven
Other	

3. Are you working with a specific population (e.g. youth, seniors, 2SLGBTQ+, a specific ethno-cultural community)? If so, please list which population(s).

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4. Group Lead Contact Information (the person we would call to ask questions about the application or to inform regarding the application results):

Primary Contact Person	
Position/Role	
Address	
Phone	
Email	
Date submitted	

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Secondary Contact Person	
Position/Role	
Address	
Phone	
Email	

5. Provide us with the contact information of your group members:

- Resident-led groups with 5 or more members are eligible to apply for the Quick Action Grant
- Each group member must live in a separate household

Name	Address	Email/Phone (this individual may be contacted to confirm participation)	Roles and/or Responsibilities

6. Please indicate the key priority that your project addresses. Please select one:

	Priority Area
	Mental Well Being
	Housing Stability

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7. Project Description:

Please describe your group’s project. Tell us what you want to do; and when, where, why and with whom you want to do the project. What does your project hope to accomplish? (Approximately 100 words)

8. Briefly explain how residents will be involved in the development and/or implementation of your project:

9. Are you working with any other partners in the community to implement your project? If so, please indicate who those partners are and how they will be supporting the project. Also indicate if you have already spoken with the group(s) that you have listed before applying. Examples of partners could include community services, municipal services (such as libraries or recreational centres), schools, building management, or faith organizations:

10. How many local resident will be involved in your project as participants?

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11. When will your project start and end? Please provide the calendar dates:

Start:
End:

12. Describe the steps you will take in organizing and delivering your event or activity.

Steps	Who will be doing it?	When will it be completed?
<i>(Examples – what will be done re: outreach, implementation, evaluation)</i>	<i>(Examples – will this task be completed by resident(s) listed in the application, a project partner or other?)</i>	<i>(Example – timeframe for completion. Can be specific date or date range i.e. August 2023)</i>

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13. Budget:

Your request may total up to \$2,000.00.

Instructions for budget completion:

- Review the list of eligible and ineligible expenses
- Use the budget table below to tell us how much cash you need to complete your Quick Action Grant activity
- List as many details as possible to give a picture of what the money will be used for before, during and, if needed, after any event/activity
- Your request can be up to \$1,000.00 over a timeframe of up to 3 months
- Budgets will vary depending on a range of factors such as project scope and intended impact

Budget table:

Column A	Column B
Description of requested funding	Amount requested
<i>Example: T-shirts for youth event at \$5.00 each for 24 t-shirts</i>	<i>\$120.00</i>
<i>Example: Room rental for meeting space for 8 sessions (\$50.00 x 8)</i>	<i>\$400.00</i>
<i>Example: Transportation costs for program participants – 100 transit fares at \$3.25</i>	<i>\$325.00</i>
Total Project Funding Request	

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14. Evaluation Plan:

Please complete the following table. We have provided some examples in the table to help you:

What are your project goals? (Include up to 2 goals that your project is focusing on)	How will you collect this information or know if you've been successful?
<i>Examples: Increased safety in the neighbourhood; improved mental wellbeing among residents.</i>	<i>Examples: We will talk to residents after our project and ask them if they feel safer walking in the neighbourhood and we'll write a summary of our discussion.</i>

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15. Proposal to be signed by lead contact person for the project (Refer to Page 1):

I agree that by signing this application I will:

- Use funds only for the purpose granted
- Work with (Newmarket Community Action Table), to maintain records, project activities, and costs
- Work with my project team members
- Complete all reporting requirements for the Quick Action Grant

Project Contact:	
Signature:	
Date:	

Secondary Project Contact:	
Signature:	
Date:	

Please submit your application to khalil@routescc.org by 4:00 pm on Thursday September 14, 2023