



# STRATEGIC PARTNER CAPITAL GRANT APPLICATION

All documentation must be mailed or e-mailed to:

Mail:  
City Clerk  
397 Queen Street  
Fredericton, NB E3B 1B5

E-mail:  
cityclerk@fredericton.ca

## APPLICATION

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Non-Profit Organization number:  
(if applicable) \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DESCRIPTION

1. The amount requested: \$ \_\_\_\_\_

2. Provide a description of the proposed project here.

3. Why is this project necessary ?

- What are the risks or challenges if you don't receive the funding?

4. Do you own the asset to which the project refers? (i.e. If it is renovations to a building do you own the building where these renovations will take place?)

## CUSTOMERS & STAKEHOLDERS

5. Who are the direct customers of the services or amenities that are provided by this capital investment?

- Who benefits from this capital project?
- How do they benefit?
- Describe the significance of this project and its reach within the community (this could be number of users, or diversity of residents).
- Who else does this capital project indirectly benefit?

6. Why does your project merit funding from the City of Fredericton for this capital project?

7. How does this project align with your organization's goals and mandate?

## PROJECT TIMING

8. Describe when the project will start and finish.

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## FINANCIAL SUSTAINABILITY OF THE ORGANIZATION

### FUNDING PARTNERS

9. Indicate other funding partners involved in the project, the amount of funding to be provided and if the funding is confirmed or tentative, related to existing operations and specifically related to the project request.

Funding Partner	Amount	Confirmed / Tentative

### OTHER FUNDING OR IN-KIND SERVICES (if any)

10. Provide a description of all grants received by your organization from the City of Fredericton with dates and amounts.

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## SUSTAINABILITY & COSTS OF THE PROJECT

11. Provide a financial plan for the capital project, total cost of the project including capital outlays, financing, and other expenditures for both capital and operating expenses for the duration of construction and life cycle of the asset. Outline the full life cycle cost, estimate it's useful life, operating costs (repairs, maintenance, future replacement will be funded).

*\* Attach spreadsheet to e-mail with application form or enter data in provided field.*

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## ORGANIZATIONAL SUSTAINABILITY

12. Provide financial statements for the previous three (3) years (if available).

If available, provide the organization's overall business plan or forecasted financials with revenue and expense projections. If there is no business plan or forecasted financials, the table on the final page provides a minimum guideline for information to be provided.

*\* Attach financial document to email with application, or fill out the final page of this document.*

## ASSUMPTION AND RISK

13. What are the challenges or risks that could impact the success of the capital project?

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**PROJECT MANAGEMENT EXPERTISE**

14. Provide details of management expertise within, or available to, the organization for the successful implementation of the project on time and within budget.

15. For user fees (if any), include details of how the fee was determined including anticipated number of users, demand, and the hourly/per use fee to be charged.

16. For capital expenses, include upfront capital costs, on-going capital maintenance required and a funding plan for eventual renewal/replacement.

## PRO-FORMA / FORECASTED FINANCIAL INFORMATION

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Revenue</b>					
Own source revenue (user fees, etc.)	\$	\$	\$	\$	\$
City funding					
Other sources of funding					
<b>Total Revenue:</b>					
<b>Expenses</b>					
Labour costs					
Utilities					
Materials					
Capital costs (depreciation, maintenance, etc.)					
Supplies					
Advertising					
Insurance					
Banking fees					
Infrastructure renewal funding					
Other (specify)					
<b>Total Expenses:</b>					
<b>Net Income:</b>					

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