

Community Works Fund Application			
Gas Tax Program Services – CWF Funding (UBCM)			
Project Title			
Date of Application			
Applicant Information			
Name of Organization			
Address			
City, Prov. Postal			
Phone No.		Fax No.	
Organization's Email			
Name of Contact		Contact's Email	
Project Time Line			
Project Commencement Date (yyyy/mm/dd)		Project Completion Date (yyyy\mm\dd)	
Land Ownership			
Ownership and legal description information is required for all parcels of land on which the proposed work will occur.			
Registered Owners of Land(s)			
Legal Description of Land(s)			
Crown Land Tenure/License No./Permit No.(s) If land is leased, attach a copy of the lease.			
Do you have the Landowner's written approval to complete the works on the land(s)?		Yes (Attach supporting documentation) No	
Compliance With Regulations			
The proponent shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.			
Have you consulted with a building official?		Yes No	
Have you applied and received a building permit?		Yes, Permit No. _____ No	
If No, please explain:			
Other Available Funding			
You must confirm other sources of funding if available.			
Provincial Government Funding Federal Government Funding		Other Funding (Please provide details.):	

Application Content

Must include all of the following:

- 1.0 - Description of the Project including management framework
- 1.1 - Project timeline and supporting documents
- 2.0 - Project budget
- 3.0 - Outline of project accountability including Final Report and Financial Statements

1.0 Description of the Project including management framework

(If needed, please provide additional information on separate page)

1.1 Project Costs including Timeline and Supporting Documents

(If needed, please provide additional information on separate page)

1.2 Project Impact

(If needed, please provide additional information on separate page)

1.3 Project Outcomes

(If needed, please provide additional information on separate page)

1.4 Project Team and Qualifications

(If needed, please provide additional information on separate page)

2.1 Additional Budget Information

(If needed, please provide additional information on separate page)

3.0 Accountability Framework

The eligible recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Project and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provide a Project Completion Report including copies of all invoices

4.0 Schedule of Payments

The RDN shall pay the grant to the proponent in accordance with the following schedule of payments:

- a) 100% upon signing of the Contract Agreement and providing copies of invoices/receipts or a quote.

5.0 Acknowledgement of Requirements

Gas Tax-funded projects aim to achieve national objectives: a clean environment; strong cities and communities; and productivity and economic growth.

By signing below, the recipient agrees to prepare and submit a Project completion report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above mentioned objectives. The Project completion report must include financial information such as revenues and expenses and copies of invoices or receipts that support funding expenditures.

Authorized Signature for Proponent	Name	Date