

Co-op Community Spaces – Sample Application Form

For Reference Only



ORGANIZATION INFORMATION

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REVIEW & SUBMIT

ORGANIZATION INFORMATION

* Required Fields

* Full legal name of organization

Name of organization (if different from legal name)

* Registered Status

* Describe your organization's overall mission and main objectives (50 words max)

* Has your organization ever received funding from your local Co-op or Federated Co-operatives Limited?

Contact Salutation

* Contact First Name

* Contact Last Name

* Contact Address

* Contact Phone (Ex: 555-555-5555)

* Contact Email

Alternate Contact Name

Alternate Contact Phone

Website (if applicable)

* How did you hear about Co-op Community Spaces?

- Webpage
- Information/materials at my local Co-op
- Co-op employee
- FCL employee
- Digital advertising
- Newspaper advertising
- Direct mail
- Social media
- Let's Talk Co-op newsletter or member
- Conferences/events
- Other

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PROJECT INFORMATION

- * Project Name
- * Province where project is located
- * City
- * Street Address
- * Postal Code
- * Ability to complete within 1-2 years.
- * Project completion date:

Please select the closest retail co-operative association to your project:

- Town/City
- Retail Name

PROJECT DETAILS

- * Please select the category that best describes your project
- * Please provide a short executive summary outlining the main objectives of the project. (200 words max)
- * Please explain why your project is needed in your community. Feel free to use statistics, research, needs assessments or evaluations, or community consultations. (max 150 words)
- * Describe your target audience(s) for the project.
- * Please identify any potential risks or liabilities with the project. This includes risks that may affect your groups ability to complete your project as described.
- * Please identify who currently owns the land and/or building associated with your project. If the organization applying is not the owner, please outline the terms of the agreement with the owner.
- * Please describe the long-term sustainability of your project including people and other resources required to ensure the on-going operations of your project. (e.g. annual maintenance costs, staffing requirements, insurance)
- * Will there be a cost for your community members to use this space?

PROJECT DETAILS

Co-op wants to understand the reach and impact of your project. Please answer the following questions with the responses that best describe your project.

* Sustainability attributes associated with your project. Please select all that apply.

- ENERGY - energy efficiency, renewable energy
- WATER - conservation and re-use, storm water management
- WASTE - reuse of materials, diversion from landfill, use of recycled content
- LAND - natural landscaping, brownfield site
- NONE

* Number of community members who have the opportunity to benefit from the space

* Project Availability:

When / how often can the space be accessed by the community?

* Distance to nearest retail Co-op store (Gas Bar, Grocery Store, Home Centre, Agro Centre)

CATEGORY SELECTION

* Is there an educational component to the project?

BUDGET

Co-op Community Spaces funding is available to cover the capital costs of projects.

For this program, capital costs are defined as fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment used to bring a project to completion. Capital costs shall exclude salaries, property tax, insurance, or project management expenses.

* Please provide a high-level itemized budget for the scope of the entire project.

* List any funding partners or in-kind donations confirmed or received to date. Please include the amount or value of the donation.

* What percent of your total budget has been fundraised to date?

* Indicate the total funding requested from Co-op Community Spaces. (must range from \$25,000 - \$150,000)

* How will the Co-op Community Spaces funds be used? Please provide a clear spending breakdown. *Reminder : Capital Costs only*

RECOGNITION

* Is there an opportunity for naming rights on all or part of the proposed project?

* Opportunity for permanent signage?

* How will you promote the Co-op Community Spaces donation? (e.g news release, social media, grand opening)

Note : Once the application period closes and project reviews have been completed, please be aware that Federated Co-operatives Limited will be publicizing all successful applicants and their projects.

* Is there an opportunity to support your local Co-op through the purchase of fuel, grocery, or home and building supplies?

- Fuel
- Grocery
- Home & Building Supplies
- None of the above

SUPPORTING INFORMATION

Please upload proof of registered status.

Please include other relevant documents such as: detailed project budgets, non-profit certificate of incorporation, project drawings/schematics, contractor quotes, proof of land acquisition agreements. (max. five pages)