

EcoBrooks – Request for Funding

This application is for those seeking funding to complete an environmentally minded project with a positive, long-term impact in the community of Brooks. The project must reflect one or more of the Focus Areas of EcoBrooks.

Instructions

1. Complete the proposal form - include as much detail as possible.
2. **Email** the proposal to the City of Brooks Executive Assistant: jwallace@brooks.ca, attn: EcoBrooks
3. Await notification.
4. Work on the project!
5. Notify EcoBrooks of project progress and completion, to celebrate and publicize.

EcoBrooks' Focus Areas

Water Conservation
Energy Sustainability
Waste Management
Ecological Sustainability

Briefly, but thoroughly, complete each of the following sections to give scope of the project. Add space as needed.

Project Outline

1. What is the project? *(Are there several stages? Include images, diagrams, or examples as appropriate)*

2. Who is involved in the project? *(Official organizations, businesses, community groups? Whose idea was it? Who is doing what?)*

3. Why is the project important? *(How will it reflect EcoBrooks' Focus Areas? What is the intended impact in the community? What problem does it solve? Who is affected?)*

4. Where is the project to be implemented/displayed/put in place? *(What approvals are required, from whom?)*

5. How will this project be sustained/maintained and by whom?

6. When will the project be complete?

Use the table below to create a schedule from planning and seeking funding, to project completion and celebration. Consider holidays, booking times, and other factors that may affect progress. (Add space as required)

Dates/timeline	Work or activity	Requirements (materials, space, approval, etc.)

7. How much will the project cost?

Use the table below to provide a proposed budget for the costs associated with the project; include all planned sources of funding. Links to specific examples of materials and products may be beneficial to include.

Item, material, or service	Unit cost	Quantity/Amount	Total Cost
Total anticipated cost of the project:			\$
Funding Organization/Source <small>(Grants, private donation, fund raisers, etc.)</small>	Stage of funding <small>(Applied, pending, approved, collected, etc.)</small>	When money is anticipated	Amount
Total anticipated funding for the project:			\$
Balance (Funding – Cost = Balance):			\$

- Funding is not guaranteed; many factors will contribute to the decision and will be considered at the discretion of EcoBrooks members. Further explanation or information may be requested beyond that provided in this application.
- Multiple requests may be made by the same applicant(s) each year, but must be for different projects, or for specific stages of a project.
- Submissions are welcome at any time; review will take place at the next regularly scheduled EcoBrooks meeting. Meetings are the third Tuesday of each month, January to November. Cheques will be made available 2-4 weeks after approval.