



Instructions for using a fillable PDF form

Important: Do not complete the form online within your web browser; your data will NOT be saved.

Use only the latest version of Adobe Reader to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <https://get.adobe.com/reader/>

Step 1: Open the form in your browser by clicking the link on the website.

Step 2: Download the form from the web browser by clicking on the “Download” icon at the top right of the screen and save the file onto your computer.

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Healthy Community Initiative (HCI) Fund

Greater Grand Sudbury
www.greatersudbury.ca

Application Form

Please refer to the eligibility criteria & approval processes described at the end of this form.

Section A – Background

Type of Funding Requested (Only select one): Capital Request Grant Request

Application Date: Event/Initiative Date(s):

Amount Requested: \$ From Ward(s)*:

(*For multiple ward requests, clearly demonstrate under Section F how each ward will benefit from the funds)

Step 3: Close your web browser and open the form from your computer using the Adobe Reader. You are now ready to fill out the form.

Step 4: Enter your information in the provided areas as indicated. You can save your information at any time and go back to the form later if you do not complete it all in one sitting. Always save your document before closing it.

Step 5: After you have completed the form, ensure it is signed by the appropriate individual(s). You may enter signatures digitally or, print the form and have it signed manually.

Step 6: Submit the form to the City using any of the following methods:

- By email using the address indicated on the form. Remember to attach your signed form to your e-mail.
- In person at any Citizen Services Centre or other location indicated on the form.
- By mail to :
City of Greater Sudbury
c/o (indicate the department and/or staff member)
P.O. Box 5000, Station A
200 Brady Street, Sudbury, ON P3A 5P3

If you need assistance with your application, you may call 311 and ask for the department you would like to speak to.