



Application Form

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

Download and save this form to your computer before entering any information

Section A - Background

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

Application Date: [input box]

Event/Initiative Date(s): [input box] Location: [input box]

Amount Requested: \$ [input box] From Ward(s)\*: [input box]

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

Purpose of the Request (clearly describe the need for the HCI funds):

Additional space is provided under Section F

[Large empty text box for purpose of request]

Section B - Applicant Information

Organization's Name: [input box] CRA# (NPO/Charity): [input box]

Address: [input box] Postal Code: [input box]

Name of Financial Institution: [input box]

Name on Bank Account: [input box]

Main Contact Person: [input box]

Main Contact Phone#: [input box] E-mail: [input box]

Section C - Population Health Priorities

1. The request must positively advance at least one of the Population Health Priorities (check at least one):

Table with 2 columns of Population Health Priorities: Indigenous Youth, Resiliency, Families, Mental Health, Compassionate City, Play Opportunities, Housing, Holistic Health, Age Friendly Strategy, Healthy Streets.

2. Identify the benefits that this initiative holds for the residents of the Ward(s)/broader community and how it Supports the Population Health Priority(ies) selected above: Additional space is provided under Section F

[Large empty text box for benefits]

3. For a capital request, attach relevant sketches, drawings, or pictures to clearly demonstrate details of the proposed project. Also attach feasibility studies and preliminary design work that has already been done for the project. Type of document(s) attached:

4. For a grant request towards an event/activity, indicate the estimated number of people anticipated to participate/benefit:

5. For a grant request: if the purpose of the event/activity is to raise funds, indicate to what benefit the proceeds are being dedicated:

## Section D - Budget

1. Estimated total cost of the initiative (attach any supporting documents, e.g. quotes): \$

2. Identify the type of expenses for which the HCI funds would be used, e.g. rental costs, supplies/equipment, services:

3. Applicant's contribution towards this initiative:

\$

Other:

4. Is the applicant receiving or anticipates receiving any other funding or support towards this initiative, e.g. grant, sponsorship, fundraising, donations (monetary or in-kind)?      Yes      No

If yes, identify all alternate sources of funding/support and the amounts (including from the City):

5. Has the applicant received HCI funds for the same initiative in previous years?      Yes      No

If yes, identify the year and the amount:

### For Grant Requests:

6. Amount of HCI funds requested to be used towards purchasing prizes for an event or the donation of purchased gifts or promotional items: \$       N/A

7. The initiative supported by this funding request is made available to residents/participants:

free of charge      at a cost (indicate all fees charged): \$

### For Capital Requests

8. If approved, explain how the HCI funding will assist in completing the project:

## Section E - Preliminary Steps and Demonstrated Support

1. Indicate any City departments or staff members consulted regarding this initiative:

2. A Special Event Intake Form\* is attached:      Yes      No      N/A

\*A Special Event Intake Form should be completed and submitted to the City when organizing a community activity. The form and other special event planning guidelines/requirements can be found at:

<https://www.greatersudbury.ca/play/plan-a-special-event/>

3. All necessary permits, licenses, insurance provisions, approvals or other requirements have been obtained for the initiative: N/A

Yes, we have obtained the following:

No (explain):

4. To be eligible for HCI capital funds, there should be demonstrated community support towards the project.

Describe and attach, if applicable, the type(s) of community support obtained, e.g. Councilor(s) support, letters of support, committed partners, community consultation documentation, etc.

**Section F - Other Relevant Details**

Use this space to expand on responses to any of the questions above and/or to provide any further details to help support this application (overflow pages may also be attached).

Form Completed by (print):

Signature:

Group/Organization Chair (print):

Signature:

**\*\* Provide evidence of the organization's support of this HCI funding application (meeting resolution/minutes, letter of support from the executive or other) \*\***

**Submit completed form to the Community Development Department via:**

**E-mail:** [hci@greatersudbury.ca](mailto:hci@greatersudbury.ca)

**In person:** at any Citizen Service Centre

**Mail:** c/o Leisure Services  
P.O. Box 5000, Station A  
200 Brady Street, Sudbury, ON P3A 5P3

**Inquiries:** 705-674-4455, ext. 4312

**For Internal Use Only - General Manager Approval Section:**

Application #:

Approved/Recommended for Council Approval

Amount:

Remarks/Conditions of Funding:

Denied/ Not Recommended for Council Approval

Reason(s):

Signature:

Date:

**Notice of Collection**

Any personal information on this form is collected under the authority of section 10 of the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to process Healthy Community Initiative Fund requests submitted to the City of Greater Sudbury. Questions about the collection of your information may be directed to Clerks Services P.O. Box 5000, Station A, 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Clerks Department.

**The Healthy Community Initiative (HCI) Fund** is intended to support community-based projects which advance the City of Greater Sudbury's strategic priorities.

Requests for capital or grant allocations may be fully or partially funded dependent on the scope of the requests, available funds, their priority against other requests/projects and in the case of capital requests, the number of capital projects for any given city infrastructure to ensure a level distribution of funds.

**To be eligible to receive a grant**, or to submit an application proposing a capital project, an applicant must be a not-for-profit community group or organization that conducts its activities within the boundaries of the City of Greater Sudbury and have a legal bank account in the name of the applicant or of a not-for-profit, parent group/organization. Initiatives of a member of Greater Sudbury Council are also eligible.

**Eligible capital projects** are on municipal property and result in the city owning the capital asset, align with priorities in the Parks, Open Space, and Leisure Master Plan or other municipal policies/plans and benefit the ward or wards to which the application applies.

The General Manager of Community Development is authorized to approve **eligible applications for capital fund requests** of \$10,000 or less. Council approval is required for eligible capital expenditures that exceed \$10,000 in a calendar year and/or have an impact of more than \$5,000 annually on the municipal operating budget.

**Eligible grants** relate to a community event, activity or program that will benefit the residents of the ward or wards including, but not limited to, space rentals or permits, venue decorations and set up, catering, supplies, equipment rentals, giveaways and prizes.

Excluded are requests for events that have already been initiated or completed and requests to cover operational expenses such as utilities and property taxes.

The General Manager of Community Development is authorized to approve **eligible grant applications** of \$1,000 or less. Council approval is required for eligible grant requests that exceed \$1,000 and/or result in an applicant receiving a cumulative total grant of more than \$1,000 from the HCI Fund in a calendar year and/or exceed \$500 towards prizes/gifts for an event.

**Successful applicants** will be notified by telephone or e-mail and subsequently in writing. **Unsuccessful applicants** will receive a letter to inform them that their funding request was not approved and the reason(s) for which it was not.

**Grant recipients are required to submit a post-project/event report** providing a detailed financial accounting of expenses paid by the funds with supporting copies of receipts/invoices, within 60 days following the completion of the project or event/initiative.

Applicants are encouraged to review the complete **HCI Fund Policy** at [www.greatersudbury.ca/hci-funds](http://www.greatersudbury.ca/hci-funds). Copies of the policy are also available by e-mailing [hci@greatersudbury.ca](mailto:hci@greatersudbury.ca) or by calling 705-674-4455, ext. 4312.