



SECTION ONE: APPLICANT INFORMATION

Deadline to submit Application: July 5, 2019

1. Contact Information	
Legal Name of Organization:	
Street/P.O. Box:	
Town/City:	
Postal Code:	Telephone:
Other Telephone:	Fax:
Email:	Web Address:

2. Name and Title of Main Contact Person:		
Name:	Telephone:	Email:

3. Are you incorporated as a Not-for-Profit Organization?		
<input type="checkbox"/> Yes (please specify Incorporation Number: _____)	<input type="checkbox"/> No	
4. Does your organization have liability insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you have an elected Board of Directors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does your organization have directors' insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION TWO: PROJECT INFORMATION

7. What is the name or title of the project for which you are seeking funding? (Note: the project name you provide is the name that will appear in all correspondence related to your project and, if successful, the funding contract.)

8. Provide a description of the project for which you are seeking funding, including objectives and main activities.

9. Please provide the name, role, phone number, and email address of the person in your organization who will oversee this project (if different from section 2 above).

Name:

Telephone:

Email:

10. In detail, how will your project encourage skill, knowledge or leadership development in youth?

11. In detail, how will your project support youth in contributing to their community, region or province?

12. In detail, how will your project enhance, promote or support partnerships, collaboration or inclusion? Please list all project partners in your response.

13. In detail, how will your project fill a gap in services?

14. What are the other merits of your project in terms of its use of innovation, geographic coverage, alignment with the needs of your community or region, or alignment with the strategic objectives of the Government of Newfoundland and Labrador?

15. In detail, what are the intended outcomes of your project? Knowing the intended outcomes facilitates end-of-project reporting and helps determine whether progress or success has been made in reaching the objectives of the project as stated in section 8 above.

16. How would you describe your project's reach or scope?

- A single community
- Five or fewer communities
- A region (six communities or more)
- The province (provincial in scope)
- Other (specify): _____

17. What is the approximate number of youth your project will reach, using the following age groups?

**Teens
(12-18):**

**Young adults
(19-30):**

18. What is the anticipated start date for your project?

YYYY-MM-DD

**19. What is the anticipated completion date?
Project must be completed by March 31, 2020.**

YYYY-MM-DD

SECTION THREE: BUDGET

20. Total Estimated Cost of Project (Note: should equal the total of sections 22 and 23 below):

21. Amount Requested from Grants to Youth Organizations (i.e., amount requested through this application):

22. How would funding from Grants to Youth Organizations be used to support this project?

Payroll specific to this project	
Travel	
Materials and Supplies	
Administration	
Other (Please specify)	

23. Please list all other sources of funding related to this project, if applicable.

SOURCE OF FUNDING	AMOUNT
Applicant Contribution	
Federal Government	
Provincial Government (other than GTYO)	
Municipal Government	
Business/Private Sector	
Fundraising Activities	
Donations	
Other	
Total of the above	

SECTION FOUR: TERMS AND CONDITIONS

In the event that your funding application is successful, you will be required to provide banking information in order to permit electronic payments.

All approved grant applications would be subject to completion of contractual agreements between the Applicant and the Communications and Public Engagement Branch, Executive Council (the Department) to confirm full agreement between both parties.

Department funding may be used only for the purposes specified in this application. Once the Department has agreed to grant financial assistance, no major change can be made to the project without the Department's approval (in each case, the Department shall determine what constitutes a major change).

The Department reserves the right to determine the extent and type of information required to support payment of the grant. The Department may require an audit be undertaken to verify the purposes for which Government funds have been utilized. You hereby agree to fully participate in any audits requested by the Department.

Funds not used for the purposes outlined in this grant application must be returned to the Department.

The Department requires final reports to be submitted for all funded projects. The report shall be of a format acceptable to the Department and shall be required to be received by the Department by the end of the Government fiscal year in which the project has been funded (March 31, 2020).

The organization bears full responsibility for its debts. The Department will not consider any request for assistance in settling debts. The organization must agree to comply with all provincial, territorial and federal legislation. If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied and are the full responsibility of the applicant.

The applicant agrees to respect and apply the spirit and provisions of existing human rights legislation.

Whenever appropriate, public acknowledgement of funding by the Department is expected. Any financial contribution must be explicitly acknowledged and must be mentioned in publications funded by grants related to this application. A standard statement of acknowledgement is available upon request.

By signing this application, (the applicant) authorizes the Department to disclose any information received in this application within the Department or Government or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project, or to evaluate the results of the project after completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other departmental program.

Privacy Notice:

In the event of an access to information request regarding the present funding application or any relevant information about the organization in the Department's possession, the information provided to the Department will be entirely disclosed, with the exception of personal information and certain confidential business information. Information will be treated in accordance with the Access to Information and Protection of Privacy Act, 2015.

Where any funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funds are considered public information.

Personal information in this application is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015, for the purpose of administering the Grants to Youth Organizations program. This information may be disclosed to other Government Departments/Agencies of Newfoundland and Labrador for the purpose of reviewing and monitoring applications, conducting policy analysis and seeking other potential funding sources. Any questions or comments can be directed to the Manager of Youth Engagement, Public Engagement and Planning Division, P.O. Box 8700, St. John's NL A1B 4J6, by emailing NLyouth@gov.nl.ca or by calling 1-709-729-6890.



**GRANTS TO YOUTH ORGANIZATIONS
Public Engagement and Planning Division
2019-20 FUNDING APPLICATION
www.nlyouth.ca/ProgramsServices/GTYO.html**

SECTION FIVE: DECLARATION

<p>By signing below, I declare that:</p> <p>The information in this application is accurate and complete.</p> <p>I / We have the appropriate signing authority to legally bind the agency / organization.</p> <p>The application is made on behalf of the organization named, whose name appears in Section One, with its full knowledge and consent.</p> <p>If financial assistance is provided, the organization shall agree to an assessment of the funded initiative pursuant to the requirements as stated herein and in accompanying contracts and correspondence.</p>	<p align="center">FOR OFFICE USE ONLY</p>
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APPLICANT NAME	TITLE (MUST HAVE SIGNING AUTHORITY)
SIGNATURE	DATE

Please submit application by:

Mail: Public Engagement and
Planning Division
Attention: Wanda Mazerolle
P. O. Box 8700
St. John's, NL A1B 4J6
or
E-mail: NLyouth@gov.nl.ca