

**Hamilton Future Fund Board of Governors
Application Checklist**

Application: _____

Project Description: _____

Funds Requested: \$ _____

Minimum Required: \$ _____

- 1.
 - A. To assist you in your evaluation you may want to consider assigning projects a ranking in terms of A, B, or C. (A's would automatically proceed to further consideration and C's would not.)
 - B. To assist you in your evaluation you may want to consider plotting projects on the following four quadrants.

Strong Organization Weak Project	Strong Organization Strong Project
Weak Organization Weak Project	Weak Organization Strong Project

- 2.
 - A. Provide detailed information about your community organization including:**
 - contact person, name, address, phone, email, other locations
 - registered charitable or business number
 - other partners included in this project.

Comments:

B. Provide attachments to this application:

- current budget and financial statements (prepared by a certified accountant)
- registered or incorporated business documentation
- list of Directors and contact information

Comments:

C. Amount of funds requested - include;

- total itemized cost of project
- total operating and capital expenses

Comments:

D. Minimum amount of funding that will allow this project to go forward.

Options in case of reduced funding available

- due to the volume of requests for funding only part of this request may be approved.
- please provide project breakdowns and funds required for each component.
- conditions and restrictions may be attached to the funding approval.

Comments:

E. Other Funders are contributing to this project – include:

- private investors, donors
- municipal, provincial and federal funding
- corporate sponsorships/donations

N.B. include contact names and funding amounts

Comments:

F. Provide an overview of this initiative including:

- description of goals and objectives
- clear business plan for success

Comments:

G. Indicate How will this project be sustainable and provide permanent benefit to Hamiltonians:

- explicit, measurable long-term impact
- a return on investment for the Hamiltonians

Comments:

H. Indicate how the project will the improve the prosperity of one or more of the following ways:

- enhancing the community's economic prosperity
- including potential for economic development
- supporting tax competitiveness with neighbouring municipalities
- supporting downtown redevelopment
- supporting the development of key economic clusters
- supporting job creation
- enhancing the community's social fabric
- enhancing community life

Comments:

I. Indicate how funds granted from the HFF to this initiative achieve specific measurable goals.

Describe the process you will use to develop regular evaluation progress reports to be submitted to the HFF Board of Governors starting 6 months into the project. Your process for evaluation will incorporate:

- reporting timeline to match funding request.
- specific performance criteria

- clearly-articulated expected outcomes
- indicators for measuring the achievement of expected outcomes
- regular reporting to the HFF Board on the achievement of outcomes.

Comments:

J. Recognition of Funding

The HFF requires recognition of funding with invitations to and participation in any public ceremonies or dedications. Please provide plans for HFF recognition to be incorporated into this project.

Comments:

K. Next Steps : Presentation to the HFF Board of Governors

Public presentations to the Board will not be automatic however *may* be requested for applications that are selected as priority funding.

Comments:
