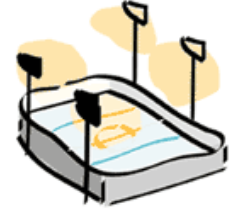


## Community Guide to Proposal Writing

This guide is found on the NA! website:

<http://www.gov.mb.ca/ia/programs/neighbourhoods/toolbox/guide.html>

**For more information about Dauphin Neighbourhood Renewal time lines, the plan for the City of Dauphin and how your proposal fits the plan, or any other questions, please contact Loreen at Dauphin Neighbourhood Renewal – 622-3171.**



This guide has been developed to assist organizations applying to the Neighbourhoods Alive! [Neighbourhood Renewal Fund](#) and outlines the information required for the funding review process.

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### 1. Tell us where your project is located

The NRF has designated **twelve neighbourhoods in Winnipeg** (Lord Selkirk Park, Point Douglas, Spence, West Broadway, William Whyte, Centennial, Daniel McIntyre, Dufferin, North Portage, St. John's, St. Matthews and West Alexander), as well as **Brandon City Centre** and **Thompson** for financial support. To be eligible for NRF funding, projects must be located in or primarily serve one of the designated neighbourhoods. *Dauphin was added in 2007 along with 4 other new communities. The entire of City of Dauphin is eligible for funding.*

If your project is located in or serves one of the designated neighbourhoods, please provide the address and a map showing the area served.

### 2. Tell us about your organization

Funding from the NRF should be administered by an incorporated not-for-profit organization. If you represent an incorporated organization, please provide:

- A copy of Registered Articles of Incorporation, including any amendments, and a Current Certificate of Status;
- Name, address, telephone, fax, email of your organization;
- A name and number of a contact for the project;
- A list of your board or committee members.

If your organization is not incorporated, or is not associated with an incorporated organization, please contact Neighbourhoods Alive! for more information at 945-3379. *You may also call Dauphin Neighbourhood Renewal at 622-3171 and we will attempt to assist you with finding an incorporated body to work with.*

### 3. Required proposal information

**Describe the purpose of your project.**

A project description should be a brief statement about what you are requesting.

For example: *\$5,000 to purchase equipment and supplies for the construction of a community garden.*

**What neighbourhood need/opportunity will the project address?**

Describe the need or opportunity you seek to address and why (goal). It is useful to provide any supporting documentation about the need for the project and how your project could address it.

For example: *To transform a neglected vacant lot into a neighbourhood amenity that will supply affordable, fresh vegetables to a neighbourhood food-buying club that serves low-income residents.*

**Who is the target group?**

Describe who will benefit from the project.

For example: *The 20 low-income families that participate in the food-buying club will benefit directly from the food produced from the garden, while the neighbourhood will benefit indirectly from having a well-used and maintained community space.*

#### How will you involve the community and local resources?

Neighbourhoods Alive! supports community-driven neighbourhood renewal, describe how your project fits the neighbourhood plan and how the community will be involved. NRF applicants will need to consult with (and submit their proposal to) the local Neighbourhood Renewal Corporation (NRC) to determine if the project is consistent with their neighbourhood plan. [Click here](#) for contact information.

For example: *A community meeting will be held to gather input on the design, construction and maintenance plans for the project. In addition, the participants of the food-buying club will be responsible for construction and maintenance. Local businesses will be asked to contribute seeds and to the cost of community benches.*

#### What do you hope to accomplish over a specific time (objectives)?

The objectives provided in a proposal should describe the anticipated **outcomes** of the project -- what you hope to achieve.

For example: *Each family in the food-buying club contributes \$20 dollars/month towards fresh vegetables. The project aims to provide each of the 20 participating families with enough supply of fresh produce during summer and fall months to reduce their food bills for those months by approximately 25%. This example describes two objectives: 1) to provide a certain supply of fresh produce to each participating family; 2) to reduce the monthly food bill for each family by 25% during the summer/fall.*

#### List the project activities you will undertake

Activities can include any planning, implementation and evaluation steps undertaken to achieve the objectives.

For example: *Hold a community meeting in January to develop a design for the garden and create plans for construction and maintenance; residents prepare the vacant lot in April (clearing any garbage, shrubs or weeds that are in the way of the garden); construct and plant the garden in April/May; prepare a tracking system to account for cost-savings of each family.*

#### How will you measure and evaluate your accomplishments?

Describe how you will evaluate the project. In some cases, you will assess the effectiveness of a project in relation to a service provided, and make recommendations on how it could be improved. In most cases, you will measure the accomplishments of the project-results -- the outcomes. In either case, you will need to identify measurable indicators to determine if you have achieved your objective(s).

For example: *The food-buying club will track monthly expenditures to determine if each family has received an adequate produce supply to reduce their monthly bills by 25%. The local neighbourhood association will report on how the garden has been maintained by the participants.*

#### What NRF category(ies) of eligible initiatives (identified in the [NRF Fact Sheet](#)) does your project relate to and how?

For example: *The project is consistent with the stability and well-being categories as it enhances the physical environment and supports healthy living for residents.*

#### What is the total cost of the project and how much of the total are you requesting from the NRF? See [example budget](#).

#### When you will begin and end the project? (realistic dates)

Provide a start and completion date for your project, taking into consideration the time needed for evaluation and preparing a final report.

#### Who will manage the funds? (incorporated organization with liability insurance)

#### Who will manage and deliver the project? (sponsoring organization's director, project co-ordinator, etc)

#### How the results of the project will be known and reported?

For example: *A final report describing how the project met the outlined objectives and activities will be submitted one month after project completion.*

If you plan to continue the project in the longer term, how it will be maintained and operated once Neighbourhoods Alive! funding has ended (what is your plan for sustainability?)

For example: *The food-buying club will seek donations of seeds, soil and other supplies from local businesses, in addition to funds raised from a community Harvest Feast in September.*

#### 4. Budget Sheet:

Attach a separate detailed budget sheet outlining the total cost of the project, including income and expenses (see [example budget](#)). The income should include requested funds and funding from all other sources. It should also include in-kind support in dollar values.

Show in detail how funds will be spent on the project. Be sure to show exactly what Neighbourhoods Alive! funds will cover. If you are requesting funds for staff, include a job description and list of qualifications. Attach any cost estimates or quotations regarding your project.

#### 5. Accompanying Letters:

Your proposal should be submitted with a covering letter, preferably on your organization's letterhead and signed by your board chairperson, identifying the purpose of the project and the amount being requested from Neighbourhoods Alive! You may also attach letters of endorsement from other local organizations that support your project.

***NA! is very interested in having partnerships develop within the community. Please be sure to indicate who your partners are and briefly describe their role in the project.***

#### 6. Relationship to the Neighbourhood Plan:

NRF applicants are required to submit their proposals to the local NRC to: 1) confirm that projects reflect the priorities of the neighbourhood plan (also called the Five-Year Strategic Plan), and 2) be reviewed by a committee that is representative of the community. For this purpose, applicants should submit their proposal to the local NRC *in advance* of the Neighbourhoods Alive! intake deadline they are submitting for. **Each NRC has their own specific intake deadlines for this purpose.** Refer to the [NRF Fact Sheet](#) for more information. ***For more information about Dauphin Neighbourhood Renewal time lines, the plan for the City of Dauphin and how your proposal fits the plan, or any other questions, please contact Loreen at Dauphin Neighbourhood Renewal – 622-3171.***

There are four (4) categories of eligible initiatives:

##### ***Neighbourhood Capacity Building:***

Supports projects that: promote neighbourhood consultation, outreach, awareness and collaboration; enhance knowledge, skills and leadership; nurture individual and community pride; and support the sustainability of programs.

##### ***Neighbourhood Stability:***

Complements housing improvements in a neighbourhood by supporting projects such as: renovations to neighbourhood facilities; developing or reclaiming of parks and open space for community use; developing community gardens; improving local amenities; and contributing to neighbourhood beautification.

##### ***Neighbourhood Economic Development:***

Assists neighbourhood organizations to prepare community economic development strategies for their neighbourhoods that foster balanced, equitable and sustainable economic development and develop projects that: provide local business opportunities; enhance employment and training opportunities for local residents; and promote local purchasing.

##### ***Neighbourhood Well-being:***

Funds activities that support neighbourhood cohesion and well-being by: enhancing neighbourhood safety and preventing crime; reducing at-risk behaviour (e.g. recreation programs); contributing to better health practices; strengthening tenant-landlord relations; and improving neighbourhood co-operation.



[Click here for the photo album.](#)

**EXAMPLE BUDGET (Neighbourhood Greening Project)**

**Revenue**

Neighbourhoods Alive!*	\$8,700
Urban Green Team**	\$12,960
Community Foundation***	\$3,000
Donations/In-kind****	\$1,000

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*Total Revenue* **\$25,660**

**Expenses**

Project Coordinator (\$15.00/hr @ 30hrs/week x 16 weeks)	\$7,200
Youth Workers (3) (\$6.75/hr @ 40hrs/week x 16 weeks)	\$12,960
Landscape Materials: (plants, sod, gravel)	\$3,000
Painting Supplies: (paint, rollers, tarp)	\$500
Equipment: (used lawnmower, shovels, wheelbarrow)	\$500
Miscellaneous: (transportation - use of truck, gasoline)	\$500
Administration	\$1,000

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*Total Expenses* **\$25,660**

\* Neighbourhoods Alive! request would fund Coordinator, administration and miscellaneous costs.

\*\* Urban Green Team has confirmed funding for three Youth Worker positions.

\*\*\* Community Foundation funding has not been confirmed. A decision is expected by (date?). Funds would be applied towards cost of landscape material.

\*\*\*\* Donations of painting supplies and equipment have been provided by local hardware store and neighbourhood residents.

Neighbourhoods Alive!

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