

Prospect Road Recreation Association
Request for Area Rate Funds for 2019

Name of organization: _____

Organizations mailing address: _____

Brief description of your organization: _____

Contact person: _____

Contact persons mailing address: _____

Contact persons email address: _____

Contact persons Telephone: _____ Fax: _____

Description of project/event: _____

Estimated cost of project/event: _____

Estimated completion date: _____

Portion of work the organization can contribute: (in kind donation, cash contributions, donations, other):

How will this project benefit the community if it is approved? _____

Please forward all application requests to the email below on or before May 13th, 2019 for review at the May 15th Rec Meeting **No Applications will be accepted after this date**, you will need to wait for the next year's opportunity (only Youth Applications are accepted throughout the year).

Applications should be emailed to: PRRA@prospectcommunities.com

Terms

1. Groups **MUST** have a representative present the project to the PRRA at the **May 15th, 2019** meeting. Groups will be informed of the time and location of that meeting once it is set.
2. If awarded funds are not expended as anticipated during the year awarded, the group is permitted to apply for a one-time carry-over.
3. Groups must apply to the PRRA before **FEB 29th** of the year following approval of their project if they require funds be carried over into the next fiscal year.
4. A report on previous years' work funded by the PRRA must be submitted along with application for future funding
5. If alternate fundraising efforts help projects reach their funding goals the PRRA would appreciate the return of PRRA funds so that other local initiatives can be supported.

Application Review Committee

An Application Review Committee will be struck to review proposals. Membership on the Approval Committee will include the following:

Area Councillor

HRM Advisor

PRRA Officers (Chair & Vice Chair)

2 community members of PRRA

Once Approved

1. Successful applicants will be contacted by the Application Review Committee of the PRRA.
2. Any expense in excess of \$1,000 is required to go through a tender process – 3 quotes are required.
3. No advanced funds will be released.
4. Payment Procedures:
 - Goods and services can be paid for by community group with all invoices and/or copies of the paid receipts submitted to the Chair of PRRA who will sign and send on to HRM Councillor Steve Adams to be forwarded to HRM Finance for payment.
 - Groups are expected to keep the original copies of all receipts
 - A purchase order # can be obtained, if required, from HRM Finance Department. Goods and services can be invoiced to PRRA for payment by HRM Finance.

Community Information Notice

**Use of community sign at Prospect Road Elementary School – email or in person requests only.
Please no phone calls to the School!**

There is a process to book use of the communities' roadside sign at the Prospect Road Elementary school to promote your organization or event. Please contact Kelly Carlton by email kelly@prospectcommunities.com OR leave a message on my Cell 902-430-3600 and I will get back to you to confirm, please leave dates of interest and group contact!