

Prospect Road Recreation Association
Request for Area Rate Funds for 2021

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.

The application deadline and meeting structure are yet to be determined due to Covid-19 restrictions. Applications will be accepted as long as they are available on the website at www.prospectcommunities.com/rec/

Applications should be emailed to: PRRA@prospectcommunities.com

Terms

1. Groups **MUST** have a representative present the project to the PRRA. Groups will be informed of the meeting details (date, time, format etc) once they have been decided.
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 last day of February 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. Due to Covid-19 restrictions the application review meeting date and format have yet to be determined.

Membership on the Approval Committee will include the following:

Area Councillor

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.
 - Groups are expected to keep the original copies of all receipts

Community Information Notice

Use of community sign at Prospect Road Elementary School – email requests only.

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, Chair of the PPRA by email at 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!