

# STANDARD FORM APPLICATION FOR FINANCIAL ASSISTANCE

MRC Avignon



Amended | 2023

MRC AVIGNON 473, boulevard Perron, P.O. Box 2202 Maria, Quebec G0C 1Y0

- Notes:**
- If you digitize or print the form, please keep an editable copy and send it to us with this form.
  - Minimum time limit required for filing projects: 4 weeks before the beginning of the project. If the project is not filed within this time limit, expect it to be eventually approved only at the MRC meeting in the following month. ([see the calendar here](#))
  - If you use the Electronic signature, **do not check:**  Lock the document after signing

## 1. INFORMATION ABOUT THE PROMOTER ORGANIZATION

Name of the Organization

Address

City

Other

Postal Code

Phone

Cell

Email

Head of project (resolution)

First  
name

Last  
name

Position  
held

Wording of payment cheques:

## 2. INFORMATION ABOUT THE PROJECT

2.1. Title of project

2.2. Duration and/  
or frequency

Months:

Weeks:

Frequency:

2.3. Type of organization

2.4. Field of endeavour or activity in which the project is involved.

Name two.

1.

2.

Explanation:

**N.B.** Contact a person from the MRC Avignon for more information (contact information at the end of this document)

2.5. Type of project

2.6. Project location

Other - explain

2.7. Will the project have an impact on several municipalities? If so, please explain.

## 3. DESCRIPTION AND TYPE OF PROJECT

### 3.1. Description of project

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*You may append additional pages.*

### **3.2. Project objectives**

*How will the project contribute to attaining these objectives?*

### **3.3. Problems or local needs which the project aims to solve or meet**

*Describe the problems or needs which warrant the completion of the project. How does the project meet local needs?*

### **3.4. Clientele targeted by the project / Beneficiaries of the anticipated impacts**

*If you know this information, how many persons do you expect to affect with this project?*

#### **3.5.1 Visibility**

*Describe the visibility which the MRC will have during the completion of this project.*

#### **3.5.2 Communications**

*How will you publicize your project to the population?*

### 3.6. Continuity

How will you ensure the continuity of the project?

EEx. If this is a project for equipment, infrastructures or a building, how will you ensure their maintenance and renewal? If the project involves a service, an activity or an event, how will you ensure financing over the coming years?

### 3.7. Expert knowledge and achievements by the organization in connection with the project

Describe the achievements of your organization in connection with the project (ex. projects previously completed, past experience, etc.). If persons in your organization have special know how or special skills which will facilitate the completion of the project, you may also describe them.

## 4. PROJECT IMPACTS IN THE AREA


### 4.1. Social or economic impacts

What are the social and/or economic impacts of your project for the community or the area?

4.2. Job creation	Women	Men	Physically challenged Persons	Youth (- 35 years)	Firts nations
<b>Employment in the organization</b> (Full-time equivalent before the project)					
<b>New jobs</b> (Full-time equivalent during the project)					
<b>New jobs in the organization</b> (Full-time equivalent after the project)					
<b>Consolidated jobs</b>					
<b>4.3.</b> Revenue before the project (Only a private business or a social economy enterprise).	<b>Before:</b>			<b>After:</b>	



## 7. COST AND FINANCING OF PROJECT

Expenditures <u>Do not enter the penny portion of the amounts</u>		Financing		Confirmed? 
Items of expenditure	Amount	Sources of financing	Amount	<input checked="" type="checkbox"/>
		<u>Amount requested from the MRC Avignon \$</u>		
<p>Please group your expense items so as not to exceed 18 lines. In some cases, where the financing structure requires a breakdown of the expense items presented here, we will ask you to submit an Excel spreadsheet with a breakdown of these expenses.</p>				
<b>Total</b>		<b>Total</b>		
<b>Expenses identified as contributions in kind</b> ex.: Volunteer work, exchange of non-monetary services (ex: free radio publicity)		<b>Seed capital \$</b> Total contributions in cash and in kind		
		Total contributions in kind		
Le total des contributions en nature estimées. Se retrouve dans les revenus sous mise de fonds \$				
<b>Total</b>		<b>Total</b>		
Total expenditures		Total income		
<b>Income minus expenditures</b>				
Additional information:				
<b>Information about cash contributions</b>  For certain available funds, seed capital may be required from the promoter organization or partners.  [If you have this information] Describe the type of seed capital in this project. This seed capital includes the financial contribution of the promoter organization and the local contributions in the project (donations, sponsorships, volunteer work, etc.) and must be used to pay the costs or expenditures identified in the financing structure. (The amount of sponsorships in kind and in services and volunteer work must be equivalent and be included in the items of expenditure).  [If you do not have this information] The person in charge of the project follow up will contact you if necessary to validate with you the make up of your seed capital and to give you additional documents to be filled out.				

## 8. OTHER REMARKS/COMMENTS

## 9. CONDITIONS AND SIGNATURE

The financing of a project is conditional to compliance with standards, legislation and regulations in force in Quebec, in addition to obtaining all required permits and authorizations

The application for financial assistance must be signed by a representative of the promoter organization, who certifies that the information in the document is complete and accurate

The promoter authorizes the MRC Avignon to discuss with any government department or organization about the information or documents required for processing this application.

<b>Signature mandatory</b>	<b>Date</b>
	If you use electronic signature, do not tick: <input type="checkbox"/> Lock document after signing
<b>Position held</b>	

## 10. FILING THE APPLICATION

Please forward your application for financial assistance by email to one of the following contact persons:

**Aude Buévoz**



**Matthieu Paradis**



**Claude Cyr**



**Frédérique Caissy**  
Culture



An email acknowledgement of receipt will be sent when an application is received, confirming that the project will be studied

For assistance in competing your application for financial assistance or for any other information, please contact our team at 418-364-2000 and ask to speak with one of the persons above.

## 11. DOCUMENTS TO BE APPENDED TO AN APPLICATION

### FILING AN APPLICATION:

- The original, duly-filled out financial assistance application form signed in an editable PDF format is to be sent by email. As far as the signature is concerned, you may print it and sign page 9 and send it in a PDF format;
- A resolution naming the person authorized to act on behalf of the organization for the application for financial assistance, approving the filing of the project as submitted and certifying the amount of the organization's financial contribution.

### DOCUMENTS COMPLÉMENTAIRES :

***If your project qualifies, you will be asked to submit the documents below to complete your financing application. You may compile them right away to facilitate the processing of your file when a resource person will contact you:***

- Copy of letters patent or other documents confirming the existence of the organization (except if the project is submitted by a municipality;)
- Copy of the estimates and quotes when the purchase or rental of goods or services is required. The MRC strongly encourages promoters to purchase locally;
- In certain cases, the resolution of a town council confirming that it supports the project may be necessary. Promoters may contact the resource person in charge to know if this requirement applies. For a project involving several municipalities, resolutions from the town councils of the municipalities in question affected by the project may be requested.
- Required letters of support (town council, partners, etc.);
- Written confirmations from the financial partners involved in the project;
- The organization's financial statements (if a not-for-profit organization or a cooperative) for the last 2 fiscal years;
- Other relevant documents may be required from the MRC, as the case may be.

Note: If you cannot sign the form electronically, contact your agent for assistance.

## 12. FINAL REPORT

At the end of the project, you must submit a final report including an activities report, a financial report containing copies of all supporting documentation for the expenses incurred, which add up to the total cost of the project.

The final disbursement for the project is conditional to the receipt of the supporting documentation. We will forward you the model of the final report by email within 30 days before the expiry of the time limit specified in the agreement. To obtain a model report, contact the resource person in charge of your project.

## 13. SPACE RESERVED FOR FILE PROCESSING

Date project received:

Date project submitted to the committee

for analysis: File number:

Note :