



## Am I ready to apply?

Use the following checklist to ensure that you have a strong and complete application:

- ✓ My project fits with the priorities of the Small Project Matching Grants Program.
  - [Review Guidelines and FAQ](#)
- ✓ My organization is registered in the Community Group Support Program and my files are up to date.
  - Status can be confirmed by contacting 905-615-3200 Ext 5329 or emailing [community.group@mississauga.ca](mailto:community.group@mississauga.ca).
- ✓ My project is outside of the normal range of activity for our organization (e.g. a new pilot or initiative)
- ✓ My project responds to a demonstrated need.
  - For information about Mississauga neighbourhoods:
    - <http://www.mississauga.ca/portal/residents/mississaugadata>
    - <http://www.region.peel.on.ca/planning/pdc/>
- ✓ My project has support from the community/neighbourhood.
- ✓ My organization has not received funding from the City, in another City grant program, within the same calendar year,
- ✓ Sponsoring organization has not sponsored another group within the same calendar year.
- ✓ My project is open to residents and an admission or program registration fee is not being charged.
- ✓ I have confirmed and obtained necessary permission (e.g. permit) for the location of the project.
- ✓ Only a maximum of \$2,500 can be requested from the City.
- ✓ My Small Project funding request to the City does not include items and activities that are ineligible for funding (as outlined in the Small Project Matching Grants Program Guidelines).
- ✓ My organization can confirm how we will match funds requested from the City (\$2,500 or less) with the equivalent value of volunteer time (\$11.40/hour – minimum wage) and/or other in-kind or cash contributions.
- ✓ The total project budget including funding requested from the City does not exceed \$10,000.
- ✓ My project will be completed and funding will be spent within the calendar year in which it is being requested.
- ✓ Have a copy of your organization's financial statements from your last Annual General Meeting to submit with the application form
- ✓ The person submitting the online application form on behalf of the Community Group is an authorized signatory of the Community Group and has the authority to bind it. ( This person must provide an electronic signature for the application and can also sign on as an additional person in order to provide).
- ✓ My application has been proofread by another person.