

Contact Information for Lead CF (For Office Use Only)	
Contact Name and Position: _____	Project #
CF Name: _____	
Phone: _____ Fax: _____	
Address including postal code: _____	
_____	Date Received

Part 1 – General Information

Project Name	
Have you read the RDI Project Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this project meet the eligibility requirements listed in the RDI Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project start date (YY/MM/DD)	Project end date (YY/MM/DD)
Will this specific project continue beyond March 31, 2011?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the REDA in your area aware of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 – Funding Partners

Please indicate the funding partners for this project including the amount of cash they are contributing, the percentage of cash they are contributing, in-kind contributions, and whether they have committed in writing to the contributions.

Source of Funding	Name of organizations	Committed	Cash (\$)	% total cash	In-kind (\$)
RDI Project Funding	WD	<input type="checkbox"/> Y <input type="checkbox"/> N			0
CF(s)		<input type="checkbox"/> Y <input type="checkbox"/> N			
Other WCBSN member(s)		<input type="checkbox"/> Y <input type="checkbox"/> N			
Federal		<input type="checkbox"/> Y <input type="checkbox"/> N			
Provincial		<input type="checkbox"/> Y <input type="checkbox"/> N			
Municipal		<input type="checkbox"/> Y <input type="checkbox"/> N			
Private sector		<input type="checkbox"/> Y <input type="checkbox"/> N			
Other (not-for-profit, educational institution)		<input type="checkbox"/> Y <input type="checkbox"/> N			
Total	N/A	N/A	\$	%	\$

Part 3 – Project Proposal

Please attach your Project Work Plan. As set out in the RDI Guidelines, it should include (please check off):

Statement of Work	<input type="checkbox"/>	Project Communications	<input type="checkbox"/>
Project Scope	<input type="checkbox"/>	Project Implementation	<input type="checkbox"/>
Project Plan	<input type="checkbox"/>	Project Evaluation	<input type="checkbox"/>
Project Measurements	<input type="checkbox"/>	Project Budget	<input type="checkbox"/>
Project Management Team	<input type="checkbox"/>	Letters of Support	<input type="checkbox"/>

Part 4 – Letters of Support

1. Please attach a letter from each Project Partner including yourselves and any other CFs (making an in-kind or cash contribution) that:
 - Supports the application;
 - States the amount and type of contribution being made;
 - Designates the lead CF to submit the application and conduct all communication with CFNA and/or Western Economic Diversification on behalf of the project partnership;
 - Indicates agreement that the lead CF will enter into a contract with CFNA regarding receiving, allocating and accounting for funds on behalf of the project partnership.
2. Please attach any other support letters from municipalities, governments, private sector, or not-for-profits that support this project, even if the organization is not making a contribution per se.

Part 5 – Certification

We have formally included this project in our Community Futures strategic operational plan.

We are prepared to enter into an Agreement with the Community Futures Network of Alberta if this application is approved.

Signature of Board Chair of Lead CF

Print Name

Date