CURL ATLANTIC – JOYCE MYERS TRUST FUND

Capital Works Grant

Criteria

The Trustees of the Joyce Myers Trust Fund created the **Capital Acquisition Grants** as a means to assist member curling clubs within Atlantic Canada with capital projects.

Expenses that are of a special and/or extraordinary nature will be eligible for funding. In other words, programs and initiatives that are both unusual and occur infrequently; they are not part of the regular, day-to-day operation of the club. Listed below are a few possibilities:

- The repair, replacement, purchase or construction of a curling facility or part of a curling facility. For example, the repair or replacement of a curling club roof;
- The repair, replacement or purchase of a plant asset or piece of equipment. For example, the repair or replacement of ice making equipment.
- The purchase of special curling equipment. For example, the purchase of little rocks for a junior curling program;
- Exempt from funding are any expenses of an operational nature. For example, membership dues, utility and tax bills do not qualify.

Curling clubs that are members of Curl Atlantic through their affiliation with their Provincial Association are eligible to apply. The application consists of a letter, prepared on club letterhead, which outlines the non-operational, special projects being undertaken by the club for which funds are required. Total expenses and a brief description of the planned projects should be provided. A $1500 cheque will be awarded to one club in each of the four Atlantic provinces. Please complete the following application and forward to the Executive Director of Curl Atlantic, Helen Radford (curlatlantic2001@gmail.com) , by **May 30th, 2012**.

APPLICATION FORM

General Information

Name of Club

Mailing Address *(Street/P.O. Box)*

City/Town Postal Code

Name of Contact Person

Mailing Address of Contact Person *(Street/P.O. Box)*

City/Town Postal Code

Telephone: (H)_____ (W)_____ E-mail: _____

Introduction

Introduce your club including location, community served, number of members, number of paid staff, number of volunteers, and any other relevant information.

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Project Overview

Present a concise summary of the proposed project and its most important benefit.

Issues Addressed

Identify the problems that the proposed project will address.

Requirements

List proposed work items and resource requirements.

Timetable

Present a timetable for each phase of the project.

Budget

Provide a budget for the project and indicate any other sources of funding being sought.

Management Team

Please indicate how this project is to be managed by providing list of committee members, project manager contact information and any other pertinent information.

Evaluation

Discuss how and when the project will be evaluated.