

## **HOW TO APPLY FOR WESTCCAP PROJECT FUNDING**

If you are thinking about applying for project funding, we strongly encourage you to contact the Community Futures (CF) office nearest to you (see the list on the next page). The CF will assist you in determining whether your idea fits the program requirements and provide advice on the next steps in the process.

If the CF advises you to proceed with your application for funding, please prepare a maximum 5 page initial application using the following headings:

<ol style="list-style-type: none"><li>1. Applicant Information:<ol style="list-style-type: none"><li>a. Name of key contact</li><li>b. Organization submitting the application</li><li>c. Address, phone number, email address and website (if available)</li></ol></li><li>2. Location of Project:</li><li>3. Description of Project (include duration and time lines):</li><li>4. How the Project Meets the Funding Criteria (see p.2):</li><li>5. Long Term Project Benefits (projection of jobs created, businesses established, spin-off opportunities):</li></ol>	<ol style="list-style-type: none"><li>6. Applicant Background and Experience Related to the Project:</li><li>7. Total Project Budget:</li><li>8. Sources of Revenue (include Applicant's contribution, other government and non-government revenues and amount requested from WestCCAP):</li><li>9. Community Support (how the project fits into the community's plans and concrete evidence of its support for the project):</li></ol>
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**Note:** It is recommended that you contact your nearest CF office to discuss your project idea prior to preparing your application. However, if this is not possible, you may submit your written application to the CF office by email or regular mail.