

## **Application Information Form-Attachment A Government Restricted Municipality Planning Grants-Phase I**

A representative of the applicant must complete and return this Application Information Form as part of the application package. If the question is not applicable to the proposal, please indicate "Not Applicable".

If you need more space than the form allows, attach a separate sheet referencing the Lead Applicant name and clearly identify the Section(s) and Number(s).

The Application Information Form must be completed and submitted in order for the proposal to be considered for a grant award.

### **SECTION I: GENERAL INFORMATION**

**APPLICANT NAME**

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**PROJECT FOCUS-GRM MUNICIPALITY**

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**APPLICANT ADDRESS:**

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**APPLICANT CONTACT:**

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**APPLICANT E-MAIL ADDRESS:**

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**APPLICANT CONTACT PHONE NUMBER:**

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**If applicable, please list any other partners participating on this proposal.**

**SECTION II: PROJECT DETAILS**

**1. Project Title (10 Word Maximum):**

**2. Project Details:**

Please attach a narrative that describes the existing conditions of the focus GRM, specifically:

- A. Municipal Focus
- B. Existing Body of Planning Work
- C. Recently completed major projects in GRM
- D. Planning work in progress
- E. Major pipeline projects
- F. Major municipal stakeholders

### 3. Project/Plan Details:

Please submit, as an attachment to your application, a narrative that describes the planning project to be undertaken, specifically:

- A. Project/Plan Description, including specifically how the grant funding will be used to help the Government Restricted Municipality plan solutions will position the GRM to activate projects as part of an overall economic development strategy:
  - a. Narrative detailing how respective plan will position the GRM to activate projects as part of an overall economic development strategy.
  - b. Narrative detailing how plan will enhance local civic capacity to attract socially responsible investment.
  - c. Narrative demonstrating a viable path to implementation and show a collaborative stakeholder engagement process.
  - d. Detailed narrative identifying any specific difficulties, challenges, or issues that have the potential to impede project investment in their GRM and how the proposed strategic plan would be used to identify or work toward a solution in that gap.
  
- B. Identification of Project Purpose and Merits, which may include:
  - a. Project effort's ability to achieve the goal of a long term strategic action plan.
  - b. GRM-specific needs and challenges.
  - c. GRM anchor institution and local stakeholder needs and challenges.
  - d. Long term viability of strategic action plan
  - e. Ability to consider and mitigate any past difficulties in technical planning that created challenges for GRM
  - f. Ability to research and analyze multiple plans across multiple disciplines and sectors to identify stalled catalytic projects
  - g. Ability to identify technical planning gaps in catalytic project
  
- C. Narrative detailing plans to engage local residents and businesses in planning efforts

- D. Explain the degree to which the plan will advance the ability of the host GRM municipality to attract private market or other government investment to stalled projects identified in the strategic action plan.

#### **4. Applicant Background & Viability:**

Please submit, as an attachment to your application, a narrative that describes the following information about the applicant and any associated partners:

- A. Explanation of any inherent structural challenges the municipality
- B. If the applicant has entered into a partnership for the purposes of this application, please describe the nature of this partnership including the roles that the partners will serve in the proposed project. If there are multiple partners, please be specific about the role of each individual partner.
- C. Please provide information demonstrating the ability of the applicant to execute the planning project. This may include, but is not limited to:
- a. Description of the project's milestones and how they will be measurable and achievable.
  - b. Experience in successful completion of planning and or economic development projects similar in size and scope to the proposed project
  - c. Description of experience, capacity, and skills of planning team and/or consultant
  - d. Information relating to organization and/or personnel that will work on the proposed planning, as well as any partners or subcontracted organizations or individual(s) that will conduct the proposed planning, including contact names and telephone numbers, evidence of the applicant's qualifications, and capabilities to perform the services required by this application, as well as resumes or bios for all key personnel who will or who are expected to perform the work outlined in the application.
    - Any information specific to personnel should emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope, relative to the Scope of Work in this application.

**SECTION III: CHIEF EXECUTIVE LETTER OF SUPPORT**

To be considered eligible for a grant award, proposals must have a letter of support from the Chief Executive of the GRM which will be the subject of the applicant's proposed plan. Please provide a letter of support and attach to this proposal