

Town of Oakville

Community Activation Grant Application Checklist

This checklist has been compiled to guide you through the online application process. In addition to the information below, your application should include a project summary, as well as a work plan, communications plan, and budget overview.

- ✓ Applicant name and contact information (questions 1 and 2 on online application)
- ✓ Project name (question 3)
- ✓ Date of activation (question 4)
- ✓ Estimated target audience attendance (question 5)
- ✓ Alignment with sense of belonging (question 6)
- ✓ Project location (questions 7-9, as required)
- ✓ Total grant funding requested (question 10)
- ✓ **Supporting documentation (question 11)**

After entering the required information above, please attach the following information as one (1) Word document or a PDF to your online application. Ensure the document does not exceed four pages. All sections below should be included to be considered for a Community Activation Grant.

1. **Project summary:** Provide a brief overview of your project:
2. **Work Plan:** Provide a succinct overview of your work plan, outlining the project's main deliverables, roles and responsibilities, necessary resources, timelines, and other relevant details. This section should demonstrate a comprehensive understanding of all aspects of your project/event to ensure its success.
3. **Communications Plan:** Provide a succinct overview of your communications plan, outlining your strategy for engaging with the public, required resources, communication tactics (e.g., social media, posters, etc.), timelines, and any other relevant details. Your plan should demonstrate a thorough consideration of all communications required for your project/event's success.
4. **Budget Overview:** Provide an overview of your budget requirements, covering expenses such as required permits, rental space, equipment, marketing, supplies, entertainment, food, beverages, and any other items to be purchased that are permitted. There is a list of approximate costs for town services at the end of this document. Your budget should demonstrate a thorough assessment of all budgetary needs necessary for the success of your project/event.

Next steps

Each application will be reviewed for completeness and accuracy, and a selection committee will be using a grading matrix to determine if projects are eligible and successful.

If you need help completing the online application, please email or call and we will assist you. For more information, please contact our Community Development team at affordableaccess@oakville.ca or 905-845-6601, ext. 3630.

Approximate costs for services from the Town of Oakville

(All costs include applicable taxes)

- Park permit + insurance (small-zoned area) = \$185
- Park permit + insurance (entire park) = \$580
- Park permit + insurance (picnic area) = \$145
- Picnic tables delivered (12 tables) = \$495
- Double gym + insurance = \$95/hour
- Single gym + insurance = \$79/hour
- Large room rental + insurance = \$65/hour
- Small room rental + insurance = \$40/hour
- Road closure permit + barricades = \$185