

Pay it Forward Muskoka

APPLICATION CHECKLIST

Please use the following checklist when completing the 2019 Pay It Forward Application.

Questions Regarding the **Pay it Forward 2019 Application** can be made through our Community Engagement Team:

District of Muskoka,

Community and Planning Services - Community Engagement Team

Phone: 705-645-2412 ext. 4654

Email: payitforward@muskoka.on.ca

	I have completed and submitted the 2019 Pay It Forward Muskoka Grant Application by the due date of Monday April 8th, 2019 4:30 pm.
	I have communicated with all community partners (including your local municipality) that I plan to involve in my project. All community partners have given me consent of their involvement.
	I have provided the District of Muskoka - Pay it Forward Program with a detailed Budget Template. The template includes a timeline of my proposed expenses.
	I understand that there is a Pay it Forward Committee who reviews all applications. Pay it Forward proposals are judged on a point system. The point system is outlined in the <i>Pay It Forward Muskoka Grant Application Ranking Criteria 2019</i> form (see attached).
	I have provided the District of Muskoka with an end date for my project. If there are changes in my proposed timeline I will contact the Pay It Forward Program by phone at The District of Muskoka: 705-645-2412 ext. 4654 or by email at payitforward@muskoka.on.ca to request an extension. The Pay it Forward committee will review the request for extension.
	I understand that at the completion of my project I am required to submit a Community Investment Grant: Final Report and Final Budget Review. These documents are due no later than 4 weeks after the completion of my project and no later than January 31, 2020.
	I understand that all funds received by the Pay it Forward Grant Program must be spent by December 31, 2019 . All money left over must be returned to the District of Muskoka unless otherwise agreed to.



Completed Applications can be submitted through any of the following methods:

Online Survey Link: www.muskoka.on.ca/payitforward (click on the application link)

By Email: payitforward@muskoka.on.ca

By Fax: 705-645-4272

By Mail:

District of Muskoka
Community and Planning Services
Pay it Forward Program
70 Pine Street
Bracebridge ON, P1L 1N3

OR IN-person at any of our Community Service Hubs:

BRACEBRIDGE: 70 Pine Street or 169 Pine Street

HUNTSVILLE: 1 King William Street, Suite 5

GRAVENHURST: 141 Main Street