



MANITOBA
CHAMBERS OF
COMMERCE

MMDF STAGE ONE APPLICATION

MAY 2020

<https://mbchamber.mb.ca/mmdf/>
550-201 Portage Avenue
Winnipeg, Manitoba R3B 3K6

APPLICATION PROCESS

MMDF has a two-stage application process. Applicants must read the Program Guidelines and will need to refer to these guidelines when completing the Stage One Application and the Full Application.

Applicants are encouraged to work with MMDF staff in developing both their Stage One and Full Application.

- (1) Applicant submits the Stage One Application to the MMDF Program Manager.
- (2) The application is reviewed by MMDF staff to confirm it is complete and accurate.
- (3) Once deemed complete, Stage One applications are presented to the MMDF Application Review Committee for feedback and/or recommendation(s) for approval.
- (4) Once a decision is made by the Committee, the application comes before the MMDF Board for final approval.
- (5) Medium-Term (1-2 years) and Long-Term (2-5 years) Project applicants may then be asked to provide further information during Stage Two (Full Application).

Applications will be accepted on an on-going basis beginning _____, 2020

APPLICATION INFORMATION

SUGGESTIONS FOR APPLICANTS

- MMDF PRIORITY:** The MMDF will support strategic projects that contribute to sustainable economic growth by capitalizing on mineral potential and other existing assets.
- PARTNERSHIPS:** The MMDF encourages the creation of regional partnerships. The extent of involvement and commitment of all partners involved in the project will be considered.
- COST-SHARING:** The more each partner contributes to the project, the stronger their commitment to complete the project and the stronger the application becomes.
- INCREMENTAL ACTIVITY:** The project must be incremental to ongoing activities of the organization.
- INNOVATIVE PROJECTS:** Priority will be given to projects that are innovative, involving new approaches, technologies, or processes.
- MEASURABLE OUTCOMES:**
- The applicant must be specific about how the project fits with the priorities and objectives of the MMDF. Make sure the results of your project are measurable and that you have included information on how you will measure the short and long-term impacts of your project. (e.g. investment in the region, jobs created by development activities, # employees bridged to EI, partnerships created, etc.).
- Make sure the outcomes are SMART:
Specific – Measurable – Achievable – Realistic – Time bound***

STAGE ONE: APPLICATION COVER SHEET

Title of Project:		Project Start Date:	
Name of Project Contact:			
Position:			
Organization:			
Street Address:			
City/Town:		Community Futures Region:	
Province :		Postal Code :	
Telephone:		Fax:	
E-mail:			
Potential Partners:			
Contact Names	Organization Name	Phone Number	E-Mail
1.			
2.			
3.			
4.			
5.			

CONFIDENTIALITY

Applications and supporting material submitted to the Manitoba Mineral Development Fund will be subject to the *Access to Information Act* and the *Privacy Act*. Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the applicant.

DECLARATION

The organization agrees information provided will be disclosed to third parties for purposes of assessing the Stage One application for funding. All parties that this information is provided to are required to sign a confidentiality agreement and will therefore maintain the confidentiality of this document and its contents.

CERTIFICATION

By submitting this application, the lead applicant hereby certifies that the application and supporting documentation are true and complete in all respects.

Project Contact Name (please print): _____

Position: _____

Signature: _____

Date: _____

STAGE ONE: APPLICATION NARRATIVE

Applicants are required to complete the narrative section of the Stage One application and are encouraged to attach additional information as it relates to the application but should be limited to a maximum of 2 pages.

1) Overview/Background: Please provide a brief overview of the project.

2) Priorities: Indicate which industry sector(s) and/or community needs the project will impact.

3) Benefits/Outcomes: Summarize the benefits which you anticipate this project will bring. (i.e. investment in the region, jobs created by development activities, # of employees bridged to EI, formalized community partnerships, engagement activities, etc.)

4) Project Activities: Identify the project's activities and indicate how your activities will support economic diversification; business development; job creation; local economic growth; and/or support the development and implementation of targeted strategies to attract and retain workers and investment to the region.

5) Proposed Project Start Date: _____ **End Date:** _____

STAGE ONE: APPLICATION NARRATIVE

6) Other Sources of Funding: Please explain your plans to include (or not include) other sources of funding (partners, government, private sector, etc.). In kind support refers to contributions other than monetary which offset a portion of the project's total eligible costs.

Name of Organization	Cash Contribution (\$)	In-kind Contribution (\$)

7) Project Timeline: Please identify the project's expected start and end dates and key milestones with respect to activities.

8) Other Information: Please include any additional information that is relevant to this project.

STAGE ONE: APPLICATION BUDGET

Please note: The budget submission in the Stage One Application is to be used for discussion purposes only. Applicants who are encouraged to complete the Full Application will need to provide more detailed information which may alter the funding request at that time.

Project Activities	(1) Funding from other sources		(2) Requested funding from MMDF	(3) Total estimated project cost
	In Kind	Cash		
Totals:				

Note: applicants may submit this section in excel format.