



The City of North Bay  
Centennial Legacy Projects Fund

# Application Form 2025

Please review all guidelines to ensure you understand the expectations and eligibility of the Centennial Legacy Projects Fund.

This fund is for **Projects** only, Events will not be evaluated.

## Purpose

This Fund is for community projects aimed to celebrate the City of North Bay's 100th Anniversary and leave a lasting impact on the community.

## Fund Information

This Fund will cover up to a maximum of \$10,000. Successful applicants will receive 50% up front and 50% upon project completion.

## What is a Legacy Project?

Projects can be defined as something that is a permanent fixture or that will leave a lasting impact to be viewed/enjoyed by the community and must be open to the public.

Some examples include;

- Murals/permanent art installations
- Signage/Plaque(s)
- Trail Improvements
- Community Garden, etc.)
- Historical Book

## What is not considered a Legacy Project?

- One time events
- Improvements to personal property without intent to celebrate North Bay's Centennial
- Projects that are not sustainable/Centennial focused
- Projects that are not open to the public
- Projects that have very little reach/impact on the community

## Important Information

- With a limited amount of funds, not all applicants will be successful
- Upon acceptance, all successful applicants will need to fill out a Centennial Logo Request form to apply the Centennial logo to their project advertising
- All successful applicants are required to complete a final report upon project completion
- Applications will be Juried by the Centennial Legacy Projects Sub-Committee
- The City of North Bay must be listed as a supporter in all advertising and promotional materials relative to the amount provided along with the Centennial Logo

## Questions?

Contact: Centennial Celebration Programmer - Lacey  
Stevens Email: lacey.stevens@northbay.ca  
Phone: 705-474-0626 X.2322



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Eligible applications that have been declined by the Centennial Legacy Projects Sub-Committee may not appeal the decision.

## Statement of Eligibility

Please review the following statements to verify eligibility:

- I /my organization/group operates within the City of North Bay or Nipissing First Nation
- The project takes place within the City of North Bay or Nipissing First Nation limits
- The project goal is to create a lasting legacy to celebrate North Bay's 100th anniversary
- The project is open to all North Bay and Nipissing First Nation residents/public to attend/enjoy/experience
- The project is not/will not be receiving any other funding from the City of North Bay
- The project does not directly financially benefit a City of North Bay staff or Council member
- The project does not directly financially benefit a Nipissing First Nation staff or Council member

## Section 1: Contact Information:

The primary project organizer is the person most responsible for decision making about the project, has signing authority, and is the primary contact.

Name of Project: \_\_\_\_\_

Name of Project Contact: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Lead Project Organizer: \_\_\_\_\_

Position in Organization, if applicable: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Assessment Criteria:**

- Community Viability - Out of 5
- Community Merit - Out of 5
- Community Impact - Out of 5

### **Section 2: Individual/Organization/Group Profile**

1. Describe your own/your Organization/Group (Mandate, Mission, Vision & Brief History of the community you serve). **(200 Words)**

### **Section 3: Project Information**

1. Provide a description of the proposed project. **(200 Words)**
  - Timeline
  - Who is involved
  - How long will the project be available/remain in place
  - Where will the project be available/take place

2. Please describe how your project aligns with the City of North Bay Centennial.

**(200 Words)**

3. Will there be a cost to the public associated with your project? Please explain.

**(100 Words)**

4. Tell us how your project will consider accessibility. **(200 Words)**

#### **Section 4: Project History**

1. Tell us about past experiences/projects you/your organization/group have completed and your ability to comply with all guidelines and policies to meet project deadlines. **(200 Words)**

#### **Section 5: Historical/Cultural Legacy Impact**

1. Describe the Legacy your project will leave behind.
  - Is your project inclusive of the entire community
  - Who is your project target group/who will benefit
  - How does your project consider North Bay's diverse population (200 Words)

## Section 6: Marketing & Promotion

2. Please tell us how you plan to promote your project to the public.  
(Print, Radio, TV, etc.)

- How will you use the Centennial Logo in your advertising? **(200 Words)**

## Section 7: Budget

1. Please provide a detailed budget of your project and attach a PDF. Projects are funded up to a max of \$10,000. List all revenues & expenses including other funding received to date. (Grants, Sponsorship, In Kind, etc.)

Cash Expenses	Budget Amount	Notes
<i>E.g. Artist Fee</i>	<i>\$10,000</i>	<i>Mural Painter</i>
<b>In Kind Expenses</b>		
Total Expenses	<b>\$10,000</b>	
Revenues		
City of North Bay	<i>\$5,000</i>	<i>Centennial Legacy Project Fund</i>
Total Revenues	<i>\$5,000</i>	
<b>Total Estimated Budget</b>	<b>\$5,000</b>	

**ATTACH BUDGET**

2. Is your project dependent on this funding?

Please select Yes      No

**Section 8: Supporting Material**

1. Please attach any supporting PDF documents for your project.
  - Project Site Plans (If applicable)
  - Project Proofs
  - Previous work related to the current project
  - Promotional materials
  - Two community personal and/or professional references

**Section 9: Agreement to Funding Terms**

By signing this form below you agree to the following:

1. I have read and agree to the Statement of Eligibility outlined in this application
2. I agree to submit this funding application request for review
3. To the best of my knowledge the information provided herein is true

I understand and agree that:

1. All funding decisions are final and rest with the Centennial Legacy Projects Sub-Committee
2. If I/my Organization/Group is successful in obtaining funding, a contract will be entered into between the applicant and the Centennial Legacy Projects Committee
3. Applicants who undertake any costs/activities prior to confirmation of funding from the Centennial Legacy Projects Committee fund will do so at their own risk
4. Funds are dispersed 50% up front with the remaining 50% upon project completion
5. Funds shall be used only for the purpose(s) outlined in the application

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Applicant Full Name

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Applicant Signature

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Date

**Municipal Freedom of Information Act: Personal information contained on this form is collected under the authority of section 11 of the Municipal Act 2001, S02001, c.25. The information will be used for the purpose of administering the City of North Bay Centennial Legacy Projects Fund and will also be used for business you may conduct with the City.**