



**Department of Infrastructure Community Access Program  
APPLICATION FORM**

**Section A:**

**Application Information**

Name of Applicant (*organization name*):

Street Address:

City/Town:

Province/Territory:

Postal Code:

Mailing Address (*if different from above*):

Contact Person:

Phone Number:

Email:

Application Call:     summer, year:

winter, year:

**Section B:**

**Project Information**

Project title: \_\_\_\_\_

Description:

*Please provide a detailed description of the project, scope, how it will be managed, and primary reason(s) for the project, including anticipated direct benefits, such as employment and skills development, as well as indirect benefits such as estimated economic development impact, increased tourism potential, reduction in the cost of living, or improved health and educational outcomes. Attach a map or marked aerial photo. [If you require more space, please attach a word document with your entire text]. See Community Access Program Funding Guide for more information on eligibility criteria.*



**Section C:**

**Overall Project Costs**

Is this a single or multi-year project? [Note: Applicants must apply each year, and there is no guarantee of multi-year funding].	<input type="checkbox"/> Single <input type="checkbox"/> Multi-year  If multi-year, estimate number of years to complete construction:  If multi-year, estimate cost per year:
Total project cost (if multi-year, include all years):	
Total eligible costs under Community Access Program: <i>Provide a further breakdown in Section D</i>	
Total ineligible costs:	
Are there other sources of funding for this project?	<input type="checkbox"/> Yes If yes, name source and amount:  <input type="checkbox"/> No
What contribution will the community make in terms of labour and capital construction costs? <i>Provide more detail in Section E</i>	



**Section D:**

**1. Budget: Labour**

*For each type of labour required for the project, list title, hourly/daily rate, time required and total cost. Names of employees are not required.*

Title/ Position	Description /Responsibilities	Rate (\$ amount per hour or day)	Location of Labour	Time required	Total cost

**2. Budget: Capital Construction**

*For each type of equipment and material required for the project, list name, total number of units, operating cost or hourly/daily rate if rental, total price if purchased and total.*

Type of Equipment	Description	Number of Units	Rental Rate or Operating Cost (per hour or per day)	Purchase Cost	Total Cost



**Section E:**

**Community Contributions to Project**

*Please provide a description of how the applicant will contribute to the project, either through financial or in-kind contributions, including total dollar amounts if applicable. Please also describe the capacity and ability of the applicant to manage the construction, operation and ongoing maintenance work associated with the project.*



**Section F:**

**Training**

*Please provide information on employee training if this is a component of the proposed construction project, including the type(s) of employee training required, the company/organization that will provide the training, total number of employees to be trained and the total dollar amounts for the employee training required.*

Type of Employee Training Required:	
Company/Organization Providing the Training:	
Total Number of Employees to be Trained:	
<b>Total Training Cost:</b>	

**Section G:**

**Project Budget for Current Fiscal Year** *(this application call)*

<b>Item</b>	<b>Total</b>
Total Amount Requested from Community Access Program	
Total Applicant Contribution	
Total for Other Funding Sources	
<b>Total Project Cost:</b>	

**Section H:**

**Project Supporting Documentation**

*Please attach the following to your application:*

- Map or Aerial Photo
- Letter of Support, if required under 6(1)(d) of the Community Access Program Policy.



**Section I:**

**1. Privacy and Consent**

***Privacy***

The personal information on this form is being collected under the authority of section 40(c)(i) of the Northwest Territories' *Access to Information and Protection of Privacy Act* ("ATIPPA"). This information will be used for the purposes of contacting you regarding the status of your application and administering the Community Access Program. Your personal information is protected by the privacy provisions of Part 2 of the ATIPPA. If you have any questions about this collection, use or disclosure of information, please contact the Manager, Policy and Planning, Department of Infrastructure at 867-767-9047 extension 32092. Alternatively you can direct written communications to: [INF\\_CAP@gov.nt.ca](mailto:INF_CAP@gov.nt.ca).

***Consent***

If the application is approved, I authorize the Government of the Northwest Territories ("GNWT") to share information for communicating and reporting purposes, including project title, description, recipient identification, total project costs, grant amount, job creation and other project benefits. If the application is approved, I agree to provide a photograph of the project to the GNWT upon request for use in communications by the GNWT. The photograph may be used to promote a project or the overall program in social media and other communications activities.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**2. Declaration**

<p>I declare that:</p> <ul style="list-style-type: none"><li>• The information provided in this application is truthful, complete and correct.</li><li>• I understand that failure to provide a complete application, including all required forms and credible supporting documentation, may result in the return or denial of this application.</li><li>• I understand that any false statements, or concealment of a material fact, may result in my exclusion from the Community Access Program and / or the revocation of this application and any subsequently awarded funds.</li><li>• I understand that administration costs are not eligible for funding under the Community Access Program.</li><li>• I understand that the Community Access Program is a reimbursement program, and that all eligible costs are reimbursed by the Department of Infrastructure after invoicing, sub-invoices and related substantiation have been submitted and approved for reimbursement by the Department, and the approved program of construction</li></ul>
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has been completed.

- I declare that all planning and development of the project will be undertaken in accordance with applicable environmental legislation, including consultation with all necessary regulatory agencies and referral organizations, and that the acquisition of any permits, licences and/or authorizations required are the responsibility of the applicant.
- I declare that access provisions in any relevant Aboriginal rights agreements are adhered to in the planning and development of this project.
- I declare that the necessary insurance coverage and Workers' Safety and Compensation Commission registration are in place.
- I acknowledge that I am required to submit a report on the outcome of the project at the completion, in accordance with 6(5) of the Community Access Program Policy, and in accordance with the funding contribution agreement.
- I understand that submitting this application form does not guarantee that my project will be approved.

I, the Signing Officer, declare that I have the legal authority to sign this form on behalf of the Applicant. I declare that I have read and I understand all the statements contained in this application form and in the Community Access Program Funding Guide. I have asked for and obtained clarification on any points that were not clear to me.

**Name & Title/Position Held**

**Signature**

**Date**