

## **CRANE MOUNTAIN ENHANCEMENT INC.**

Box 3263, Grand Bay-Westfield, NB E5K 4V5

*An Independent Community-based advisory council responsible for monitoring all aspects of the Crane Mountain Sanitary Landfill Site and the disbursement of the Host Community Enhancement Fund.*

Please find enclosed an application for financial assistance.

**Grants are awarded only yearly. Applications must be completed and returned, in a sealed envelope or by email, on or before 15 February 2018 to:**

**Crane Mountain Enhancement Inc., Box 3263, Grand Bay-Westfield, NB E5K 4V5**

**or**

**[cmei.projects@gmail.com](mailto:cmei.projects@gmail.com)** The subject line of the email should say “Project Application”

### **HISTORY OF CRANE MOUNTAIN ENHANCEMENT INC.**

Crane Mountain Enhancement Inc.(CMEI) was formed in 1997, under the leadership of the late Glenn Carpenter, as a condition for the approval of the Provincial Environmental Impact Assessment for the construction of a sanitary landfill at Crane Mountain.

Initially, CMEI was concerned with monitoring the construction site and ensuring that members were fully informed concerning the landfill operation.

CMEI is also the conduit for representation from the Host Community concerning any matter relating to the operation of the facilities. The Host Community is the area including Grand Bay-Westfield and that portion of the City of Saint John extending from the southern boundary of Grand Bay-Westfield to a line drawn of right angle to the end of the sewer line located at the South Bay Bridge in South Bay.

Crane Mountain Enhancement Inc. is also responsible for reporting to residents of the Host Community any pertinent information, and they must also report any problems to the Minister and other authorities having jurisdiction relevant to the views of the Host Community.

For the benefit of the Host Community, Crane Mountain Enhancement Inc. receives applications and makes recommendations to Fundy Region Solid Waste (FRSW) for the appropriate allocation of the Host Community Enhancement Fund. (This fund is made up of a dedicated portion of the tipping fees collected each year – approximately \$75,000 per year.) This fund shall be used to satisfy conditions imposed upon FRSW by the Minister for ‘public access, development of amenities and enjoyment thereof, and other community purposes.’

If you are in need of assistance with this application or have any questions, please contact one of the following members: Jim Stubbs 738-2720, Sandy Coffin 738-8930, Patti Chisholm 738-1116, Ed Ross 738-8615, Jane Tunney 738-3508 or Tom Simpson 738-8885

## HOST COMMUNITY ENHANCEMENT FUND

### GUIDELINES FOR SPECIAL PROJECTS

#### PLEASE READ CAREFULLY

- X *Application must be completed in full including:*  
\* *other funding sources*  
\* *Three (3) full, reputable quotes (if applicable) are required for all projects to be considered.*

Note: Whenever possible, please request at least one quote from a business within the host community. If construction material, for a contractor, is being supplied by the applicant, the same quote requirements apply to both materials and contractors. If a supplier fails to provide a quote, ask them to respond (no Quote) in writing.

- X *Application deadline is **15 February 2018**. This is determined by postmark, date of hand delivery or the date received by email.*  
*refused after this time frame and encouraged to apply next year.*

- X *Highlight : contact person(s), name(s), telephone number(s) and email address(es).*

- X *Full and clear description of project: if in stages, **clearly** state process.*  
\* *pertinent details explaining your project greatly assist selection process.*

#### NOTE:

- X *Barring extenuating circumstances, all projects must be completed and invoices submitted to FRSW by the **first of October** in the year applied.*  
\**applications for projects that cannot reasonably be completed and invoiced by Oct. 1 will not qualify for funding.*  
\***FRSW can only pay invoices directly to contractors or reimburse the applicant based on receipts for payments.**  
\***FRSW requests that, barring extenuating circumstances, all invoices/receipts be collected and submitted collectively at the end of the project for payment to a single payee.**

- X *Projects are for the long term benefit of the host communities: Debt retirement, rent, office equipment, salaries, registration fees, teams / groups within the communities looking for funding for user fees do not qualify.*

- X *Funds are granted to cover the cost of projects. If a project goes under budget, CMEI will make recommendation to FRSW to use the left over funds to fund other Special Projects. If projects go over budget, overages are the responsibility of the applicant.*

- X *All applicants will be notified by mail, email or contacted by telephone*

- X *The goal of CMEI is to announce successful applicants by April 15<sup>th</sup> subject to approval by FRSW.*

- X **HAVE YOU ADDRESSED EACH ITEM WITHIN THIS APPLICATION?  
MISSING INFORMATION COULD JEOPARDIZE YOUR APPLICATION.**

**CRANE MOUNTAIN ENHANCEMENT INC**

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FILE NO. \_\_\_\_\_

**APPLICATION FOR FINANCIAL ASSISTANCE**

**This application must be presented in typewritten or printed form.**

Date application completed. \_\_\_\_\_

Date received at CMEI office. \_\_\_\_\_

1. Name of Organization \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Exact location of the project and the property owner. \_\_\_\_\_

\_\_\_\_\_

2. Names of the executive (if applicable) and the specific contact persons of your organization.

Name	Position	Telephone
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address(es) of designated contact person(s) \_\_\_\_\_

\_\_\_\_\_

3. Please describe your project in detail.

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4. Please describe the impact of the proposed project in improving the Host Community.

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5. Does your proposal contain an environmental component or further environmental education in some way? If so, please describe these factors:

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6. Has your organization requested funding assistance from any other source during the last twelve months?

\_\_\_\_\_ Yes      \_\_\_\_\_ No    *If yes please complete the following.*

Amount requested    \$\_\_\_\_\_    Amount received    \$\_\_\_\_\_

Date requested \_\_\_\_\_

From whom requested \_\_\_\_\_

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7. Has your organization previously applied for financial assistance from Crane Mountain Enhancement Inc.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If Yes, Amount Granted \_\_\_\_\_ When \_\_\_\_\_

8. Information about your organization:

A. Which area of the Host Community do you serve?

\_\_\_\_\_  
\_\_\_\_\_

B. What other Organizations perform the same, or similar, services in your local area within the Host Community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Why are the services you provide best supplied by your organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Will the activities for which this assistance is requested become self-supporting?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A

Please specify \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please indicate the approximate number of people served by your organization / projects.

	Last Year	This Year	Forecast next Year
Children to 18 yrs.	_____	_____	_____
Adults	_____	_____	_____

**10. Environmental Permits and Compliance**

a. Does the work for completion of this project carry an environmental risk? Yes \_\_\_ No \_\_\_

b. Will any Environmental Permits be required? Yes \_\_\_ No \_\_\_

If yes, please specify required permits.

**Please Note:**

The applicant and/or contractor are responsible to ensure that all work complies with permits and is carried out with minimal environmental damage and that the finished project will be environmentally sustainable.

**11. FINANCIAL ASSISTANCE BREAKDOWN**

Complete itemized cost of program / projects supported by 3 quotes (if applicable) with applicable taxes.

**QUOTE #1:** Vendor \_\_\_\_\_

<b>PROJECT BREAKDOWN</b>	<b>ESTIMATED COST</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>HST</b> _____	\$ _____
<b>TOTAL</b> _____	\$ _____

**QUOTE #2: Vendor** \_\_\_\_\_

**PROJECT BREAKDOWN**

**ESTIMATED COST**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b><u>HST</u></b> _____	\$ _____
<b><u>TOTAL</u></b> _____	\$ _____

**QUOTE #3: Vendor** \_\_\_\_\_

<b>PROJECT BREAKDOWN</b>	<b>ESTIMATED COST</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>HST</b> _____	\$ _____
<b>TOTAL</b> _____	\$ _____

**TOTAL AMOUNT APPLIED FOR** \$ \_\_\_\_\_

**11. Should the Special Projects review committee decide to partially fund your project, what percentage of the above application could be funded by your organization or through other fund raising efforts? \_\_\_\_\_**

**Please attach any pertinent information.**

**NOTE: THE GRANTING OF FUNDS IN ANY YEAR SHALL NOT BE CONSTRUED AS A COMMITMENT BY CRANE MOUNTAIN ENHANCEMENT INC. TO RECOMMEND CONTINUED ASSISTANCE IN FUTURE YEARS.**

**IMPORTANT:**

**Neither FRSW nor CMEI has any responsibility for or control over the quality of the work completed as a result of funding this application.**