

***Please read this entire application form prior to completion, in order to gain a full understanding of the information requirements.***

*The following conditions apply:  
This document, or any portion thereof, may not be used for any purpose other than submission of funding requests;  
And the successful Proponent must agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services.*

**BACKGROUND:**

- Social programs which promote healthy child development, social inclusion, income support and higher educational achievement, constitute one aspect of an overall strategy aimed at ensuring the greatest possible economic and social equity for all children and their families.
- The Pathway to Potential (P2P) brokerage program is a subsidy provided by the City of Windsor to external organizations so that all children and youth may have the opportunities to participate in recreational, cultural and artistic programming.
- Pathway to Potential (P2P) funding is not designed to support all strategies; it is uniquely positioned and mandated to fund those community programs, which enhance the quality of life of children who are living with low-income.
- The strategies approved for Pathway to Potential (P2P) funding are a beginning step towards the vision of a community free from poverty.
- This program targets children and youth under 18 years of age.

**GENERAL INSTRUCTIONS:**

- All sections of this application must be completed. It is the organization/agency's responsibility to present information that is clear, concise and legible.
- Pathway to Potential (P2P) funding is available for introductory level recreation, culture and arts programs (excluding advanced, competitive and/or travel programs).
- Pathway to Potential (P2P) funding can only be used for program registration fees (equipment, uniform and travel costs cannot be included in the registration fee).
- Eligible proponents are non-profit and/or charitable organizations. Socially responsible private-sector organizations will be considered on a case-by-case basis.
- Proponents are required to submit one (1) application – signed in ink, sealed and clearly marked as to contents.
- Applications for Pathway to Potential (P2P) funding must be returned to:

**The Corporation of the City of Windsor, Recreation Department  
2450 McDougall Street  
Windsor, Ontario, N8X 3N6  
ATTN: Recreation Systems Coordinator**

***Note: Submission of a completed application form does not guarantee approval of Pathway to Potential (P2P) funding. You will be notified if your application for funding has been approved/declined. All organizations must inquire about available funding and submit an application prior to submitting an invoice.***

<b><u>INTERNAL USE ONLY</u></b>		
Name of Organization/Agency: _____		
Reviewed Date: _____		
Notification Date: _____		
Approved: _____	Authorized Amount: \$ _____	Declined: _____
Signature: _____		

**REQUIRED DOCUMENTATION**

A complete Pathway to Potential (P2P) funding application must include the following:

- ✓ Pathway to Potential (P2P) funding application form
- ✓ Verification of non-profit and/or charitable organization status **OR** proof that you are a socially responsible private-sector organization.
- ✓ Registration fee listing
- ✓ Brief description of your organization's mandate and activities pertinent to this application

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If approval is granted for a Pathway to Potential (P2P) funding application, the following procedures are required:

- ✓ Submission of a completed copy of registration for each child
- ✓ Submission of a completed invoice; along with a valid support document for each child/family
  - The "CANADA CHILD TAX BENEFIT AND ONTARIO CHILD BENEFIT NOTICE" is an acceptable form of proof for eligibility
- ✓ A valid support document must include the following:
  - Recipient name(s) of eligible children listed
  - The family is below the "Maximum Family Income Level" per family unit size as outlined in the current SCHEDULE C – LOW INCOME CUT-OFF (LICO). Note: For programs starting in August and beyond, an updated Canada Child Tax Benefit and Ontario Child Benefit Notice is required. Please contact the Recreation Systems Coordinator for the City of Windsor for any clarification
  - A current date (valid base year) present on the form
- ✓ Funding for each activity/sport cannot exceed \$400 per child, per program/session
- ✓ It is preferred that invoices are submitted based on your program/session; thus multiple invoices are permitted and encouraged for seasonal/continual programs
- ✓ All invoices along with valid support documents must be remitted in a sealed envelope. We do not accept faxes for submissions due to the nature of the personal information enclosed
- ✓ Invoices should contain an eligible child listed only once. If a child is approved for multiple classes/programs then funding should be totaled accordingly
- ✓ The order of eligible children listed on the invoice should match the order of valid support documents submitted
- ✓ Approved organizations agree to:
  - provide exceptional customer service which reflects respect for all and a person-centred approach to service delivery
  - ensure that programming is accessible and culturally appropriate
  - ensure there is recognition of the contribution of the P2P and the City of Windsor funding allocation in marketing material

**1. ORGANIZATION/AGENCY INFORMATION**

**1. a** Name of Organization/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

**1. b** Is your Organization/Agency non-profit: Yes  No   
Charitable Registration No. / Corporation No.: \_\_\_\_\_

**2. PROGRAM INFORMATION**

2. a Name of Program(s): \_\_\_\_\_
2. b This program will run from (dd/mm/yyyy): \_\_\_\_\_ to (dd/mm/yyyy): \_\_\_\_\_
2. c The total annual Pathway to Potential (P2P) funding request for this program is: \$ \_\_\_\_\_
2. d Please indicate where your organization/agency will be providing your current year's program/service (geographic region):
- City of Windsor   
 Essex County   
 City of Windsor and Essex County

**3. PROGRAM OBJECTIVES**

Identify (✓) which funding objective/s your program will meet in this year:

✓	<b>OBJECTIVES- SUPPORT INITIATIVES THAT:</b>
	Increase access to social, cultural or recreational opportunities for children and youth
	Increase the healthy development of children and youth
	Increase education and skill-building
	Increase access to life skills and employment opportunities

**4. TARGET GROUPS AND NUMBERS SERVED**

Based on the Pathway to Potential (P2P) funding requested (refer to 2.c.), identify the total number of children to be served.

Participants	Description	City	County
	Number of clients (unique)		
	0 – 5 Years		
	6 – 12 Years		
	13 – 17 Years		
	Number of expected new clients		
	Number of expected ongoing clients		
	Total number of expected visits		

The undersigned hereby agrees to comply in all respects with the requirements as specified in the P2P Application, which specifications and conditions are to be read with and form part of this request.

**Name of Person Completing Application:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
I have the authority to bind the corporation.

**Dated:** \_\_\_\_\_