

Fields marked with an * are mandatory.

APPLICANT INFORMATION

Name of Applicant (Municipality) *

Street Number * Street Address *

Apartment/Suite

PO Box Municipality *

Province *

Postal Code *

CONTACT INFORMATION

First Name, Initials *

Last Name *

Title

Telephone (Primary) *

Ext.

Telephone (Alt)

Ext.

Fax

Email *

PROJECT INFORMATION

Project Name *

Project Location *

Is this the priority application? (max 2 projects per applicant) *

New employment(s) position being created *

Proposed Start Date (MM/DD/YYYY) *

Proposed End Date (MM/DD/YYYY) *

Total Project Cost *

Amount Requested (max 50% of project cost) *

Number of employment positions

Will this position lead to a full-time position?

Employment prioritizes (select appropriate) *

Equity Groups

Youth

Accessibility

Fits to Existing Plans

PROJECT DESCRIPTION

Provide employee overview/profile, including employee term and wages per hour. (Please attach a job description for each position) *

PROJECT BENEFITS

Describe how this Community Works Program could lead to employment opportunities that will build the capacity of individual(s) in their given fields or benefit the community. *

(Please note that applications will be scored higher if the employment is focused on the key priority areas as listed in the application guide).

PROJECT BUDGET

Provide general budget details, including: *

- Average wages plus benefits
- Estimated total employment costs (provide a breakdown of costs by employee)
- Identify all potential and confirmed funding sources

DECLARATION

By checking this box I agree that the information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give Municipal Affairs and Housing authority to verify any and all information pertaining to this application. I understand that projects which are funded may be subject to audit by the Province of Nova Scotia, who reserves the right to review and inspect projects and related documentation during and following completion of the project.

Name *

Date (MM/DD/YYYY) *

Title *

Attached a **Job Description(s)** with application

Attached a **kml file** of employment location (e.g. municipal building)

Completed applications must be submitted by email to **communityworks@novascotia.ca**

Please note all fields must be filled in for application to be considered complete. Attaching supporting info or docs is not required unless there is insufficient space.