



Neighbourhood Matching Fund Support Documentation Checklist

Please note:

- Files cannot exceed 10 MB each
- Maximum five additional files to support your application (this does not include the required map, budget/schedule form or letters of support).
- Accepted file types: png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4

Checklist

- A photo or map of proposed location (e.g. hand drawn map or digital screenshot)
- Project schedule (template provided on application form)
- Budget form (template provided on application form)
- Partner CV, bios, or both, if applicable
- 3 Letters of support (see below)

Three letters of support must include:

- **One letter** that demonstrates local support for your proposed project from a registered not-for-profit organization in Vancouver (examples: local community centre or neighbourhood house)
 - If the project application is hosted by a not-for-profit organization who is not leading the proposed project, include one letter of support from that organization
- **Two letters** from neighbourhood groups or residents living near the proposed site or local businesses.
 - This can be an informal email expressing a community member's support of the project
 - Letters of support do not need to be on a formal letterhead, but ideally include a diversity of neighbours and community members