

Checklist

- We have reviewed [MAX's vision and mission statements](#) and feel this Project will make a valuable contribution to achieving the organization's mission through actions as outlined.
- We have read the Micro Grant [frequently asked questions](#)

We have included:

- Complete contact information
- Answers to all the questions in the "Project Proposal Information" section
- A budget displaying the proposed allocation of resources

Our project will:

- Advance the [goals and mission of MAX Ottawa.](#)
- Building a healthier and more resilient community of guys into guys.
- Encouraging diversity, address systemic oppression
- Empowering of historically marginalized populations within the community.
- Foster community partnerships and collaboration

Deadline for project applications is

- **Round 1: 4:00pm on March 31st**
- **Round 2: 4:00pm on August 31st**
- **Round 3: 4:00pm on November 30th**

Contact:

Mohamad Altasseh/ Pronouns: He/Him They/Them
Community Engagement Support Coordinator
613.701.6555 x 104
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400, Cooper St, suite 9004. Ottawa, ON K2P 2H8
613.701.6555



Project title:

Name of applicant(s):

Pronoun(s) of applicant(s):

Contact information for project lead¹

Project lead or contact person (from above list):

Phone number:

Email:

Complete Mailing Address:

¹ We ask for an appointed “project lead” to facilitate communication between MAX Ottawa staff and people involved in projects.



Project Proposal Information

1. **What is your project about? What the unique features of your project (5 sentences)**

2. **Who are the intended participants? (1 – 2 sentences)**

3. **What motivated you to initiate and led this project? This can include lived experience, volunteering, work experience, activism, and other types of knowledge. (3-4 sentences)**

4. **How does your project contribute to either or all of the following goals:**
 - **Building a healthier and more resilient community of guys into guys. (1 – 2 sentences)**

 - **Encouraging diversity, address systemic oppression. (1 – 2 sentences)**

 - **Empowering of historically marginalized populations within the community. (1 – 2 sentences)**

5. **Provide an approximate timeline of your project. What are the major steps? What are the key dates (start dates and completion dates)? Who are the persons-in-charge for each? You may include other important highlights in the notes column. If your project has specific deadlines or time-related restrictions, please specify also in the notes.**

Major Steps	Key Dates	Person-in-Charge	Estimated hours/ Notes



6. Have you reach out to any organization that will be support your project finically or in other way? List any organizations (if any) that could be involved in the implementation of your project:

7. How would imagine the future of the project after completion?

Budget

Please create and attach a budget that outlines expenses, contributions from other sources (e.g. grants, service agreements, in-kind donations), and how much money you need from the Community Maximizer Program. For more information on funding availability and restrictions, please see the Micro-Grants FAQ. If you have received additional funding or resources to support your project, please provide detailed information, including the source and quantity of funding received in your attached budget.

Suggested Items for project a budget: Project budget: \$1000

Items	Estimated cost
Honorarium for artists, speakers, and other guests	200
Online Publicity	100
Materials for the activities (examples: books, tickets to shows, etc.)	400
Food and Drinks	200
Honorarium for services rendered	100

