



# Wells Mountain Initiative

## Community Development Growth Grant

### Required Supporting Documents & Templates

#### Supporting Document 1: Planning Timeline\*

Define what steps will need to take place in order to implement the proposal. Detail the action steps on the Planning Timeline template.

#### **On the template include:**

- o Project stage
- o Short description of the task
- o Responsible person
- o Date the task will be started
- o Date the task should be completed
- o Result of the completed task

#### **Template:**

<https://bit.ly/2025-CDG-Growth-Planning-Timeline-Template>

#### Supporting Document 2: Budget(s)\*

All applicants will complete the Budget Proposal. On this excel sheet template you will list and itemize all anticipated funding sources (revenue) and all anticipated costs (expenses).

Proposals that will be implemented over the course of more than one month are required to also complete a Monthly Expense & Revenue Breakdown Budget.

If your proposal is for a program that will run for three months, you will create a budget for these three months.

If your proposal is for on-going activities, please complete a 12-month budget.

#### **Use the template for the following:**

Use your local currency to create both budgets.

**Budget Proposal:** Consider all expenses that the proposal could incur. Itemize these expenses. List funds available and expected funds from other sources to support the initiative. This will require on the ground work to build support and investment for your proposal.

**Monthly Expense & Revenue Breakdown Budget:** Use this template to determine what expenses you will incur and when. Additionally, list when you will receive funding support or estimate incoming monthly revenue.

#### **Template:**

<https://bit.ly/2025-CDG-Growth-Budget-Template>



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<u><b>Supporting Document 3: Financial Records - Fiscal Year of 2023*</b></u>	<b>Provide complete fiscal records for the year of 2023.</b> The review committee will use this information to understand the fiscal health of your initiative.
<u><b>Supporting Document 4: Financial Records - Fiscal Year of 2024*</b></u>	<b>Provide complete fiscal records for the year of 2024.</b> The review committee will use this information to understand the fiscal health of your initiative.
<u><b>Supporting Document 5: Financial Records - January 2025 - August 2025*</b></u>	<b>Provide financial records from January - August 2025.</b> The review committee will use this information to understand the fiscal health of your initiative
<u><b>Suggested Optional Supporting Documents</b></u>	<p>If you would like to include additional supporting documents, you will have the ability to upload them within the application form. Suggested optional supporting documents include:</p> <ul style="list-style-type: none"><li>➤ Registration certificates</li><li>➤ Trading licence/operational permit</li><li>➤ List of leaders/employees and their roles</li><li>➤ List of board members</li><li>➤ Partnership agreement letters</li><li>➤ Financial audit report</li><li>➤ Tax clearance certificate</li><li>➤ Permission/community approval letter</li><li>➤ Annual reports</li><li>➤ Branding guide/logo</li></ul>