**APPLICATION GUIDE FOR A FEASIBILITY STUDY**

**General Instructions:**

* The application form must be filled out completely. Please attach any relevant information to your application. Incomplete applications may not be reviewed.
* Please direct any questions to the TRA Disbursement Committee using the following contact information:
* All applicants will be notified of a decision once their project is reviewed.
* Please refer to the *TRA Feasibility Self-Assessment Tool* to review your application before submitting. This tool forms the basis of the assessment process.

**Application Instructions**

1. **Project Name**

Please provide a name for your project.

1. **Applicant Profile**

Fill out applicant profile and ensure contact information for the primary contact person is listed. If more than one applicant, please indicate who the primary contact person will be for the project.

1. **Project Overview**

Please indicate which of the primary areas of focus your project falls under. Indicate all that apply. Refer to the *TRA Vision Document* for an explanation of each area of focus.

Provide a description and rational for the project (what you want to accomplish and why). For example, a feasibility study on building a trail network, would describe the proposed network of trails, why they are needed and how you envision building them.

**Sustainability Impacts**

Please outline the expected sustainability impacts (environmental, social, and economic) of the project. Please be specific and provide a clear explanation. Examples of sustainability impacts are:

Environmental impact examples

* Water consumption will be reduced by 50%
* Recycled and reclaimed materials will be used to construct the building.

Social impact examples

* Recreational opportunities will be increased with 10 kilometers of new trails.
* The new building will have a designated place for a community bulletin board.

Economic impact examples

* A 50 % increase in tourism traffic is expected
* 2 full-time jobs will be created

**6. Key Deliverables**

Outline the objectives of the feasibility study and what you hope to learn about the proposed project.

Outline the scope of work. How and what methods will be used to undertake the feasibility study.

Outline key deliverables of the feasibility study including:

* if relevant, estimates of project costs were it to proceed
* letters of support
* proof of adequate consultation within the community-at-large
* presentation, either written or verbal, to Disbursement Committee and TRA Directors.

**7. Project Milestones**

Outline the milestones of the proposed project and expected completion dates.

**8. Project Budget**

Please attach additional budget information if applicable and any related quotes.

**9. Personnel**

List the persons who will be involved in the feasibility study and their relevant qualifications (personal and/or professional) and past experiences.

**10. Funding Request**

Ensure the funding request has been filled out. Note: the maximum allowable grant for a feasibility study is $5000.

**11. Other Funding Sources**

Please fill out any relevant information on other funding sources for the feasibility study.

**12. Attachments**

List the names of any documents attached to the application.

**13. Authorization**

Please ensure the authorization is complete and has been signed.