

In completing this Application for a Grant from Council, you MUST answer all questions and supply ALL requested information and final reporting as outlined below, in order for the application to be put forward to Council.

Name of the Organization		
Organization Mailing Address		
Phone number/E-mail		
Number of Years in Operation		
1. PURPOSE or FUNCTION of the Organization <i>(attach additional paper, if required)</i>		
2. Executive Members of the Organization		
NAME	TITLE	Phone #
3. Total Membership Numbers in Organization.		
4. Is your Organization Voluntary and non-profit?		
5. Is your Organization and a Registered Not-for-Profit Society in BC?		
6. If your answer is YES please provide the Registered Society Number.		
7. Has your Organization received funding from Council in the past?		
8. If yes, when _____ and the amount received \$ _____		
9. If the Grant was In-Kind, please describe what was provided.		
10. What has your organization done to self-raise funds??		

11. Grant Application Details		
Contact Person for Grant		
Title in Organization		
Phone number		
Email		
Requested Grant Amount	\$	
12. In Order to Qualify for a Grant the Following MUST be Submitted & Attached to the Application		
<input type="checkbox"/> - The completed Grant Application Form, signed by 2 members of the Executive		
<input type="checkbox"/> - Completed Event Budget (per sample) indicating all sources of funding, and signed		
<input type="checkbox"/> - Narrative summary of Proposed Event/Activity for which you are requesting funds		
<input type="checkbox"/> - Indication of how the Village funds would be used for this project/activity		
<input type="checkbox"/> - Who, and how many people will be served through this grant		
<input type="checkbox"/> - What are the expected outcomes you hope to achieve		
<input type="checkbox"/>- Organizations Information required		
<input type="checkbox"/> - Provide Organization's Current Annual Budget		
<input type="checkbox"/> - Provide Organization's previous years Financial Statements		
<input type="checkbox"/> - Provide Organization's previous year end Balance Sheet		
<input type="checkbox"/> - Provide Organization's Bank Statements that related to the Balance Sheet submitted		
13. The Grant Recipient MUST agree to supply the following Final Reports within 3 months of the event or use of funds.		
<input type="checkbox"/> - Provide an Actual to Budget report detailing how the all funds were spent, signed by Executives		
<input type="checkbox"/> - Provide a written report to Council outlining the success and lessons learned through this project.		
<input type="checkbox"/> - Provide receipts or evidence regarding the disposition of the Village funds		
14. Important to Note		
Incomplete applications will be returned, without being forwarded to Council		
No Organization is guaranteed a Grant by virtue of meeting the criteria for eligibility		
The receipt of a grant one year is not a commitment for future on-going grants		
15. THIS FORM MUST BE SIGNED BY 2 OF THE ORGANIZATIONS EXECUTIVE/DIRECTORS		
Print Name	Position/Title	Signature