

FEE FOR SERVICE GRANT APPLICATION

This application form is for **Non-profit Organizations or Community Contribution Companies** who are applying for a Fee for Service grant. To ensure your application is considered, please complete and return the application with all required documentation by:

July 15th (*unless otherwise specified*)

(SECTION 1) - ORGANIZATION INFORMATION:

Organization Name:	CRA/Society Act Number:
Contact Person:	Phone Number:
Address of Organization:	
Mailing Address (if different than above):	

(SECTION 2a) – SUPPORTING DOCUMENTATION CHECK LIST (ATTACH COPIES TO APPLICATION):

- Constitution (if not previously provided or if changes have occurred);
- Current list of board members and number of employees, (full time and part time);
- Annual general meeting minutes, (including manager's report, if applicable);
- Detailed proposed budget for the current year, listing revenue/expenses and all other grants and donations;
- Financial statements for the previous fiscal year ('Notice to Reader' for grant requests below \$50,000 and 'Review Engagement' for grant requests \$50,000 and above);
- Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and
- Identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.

(SECTION 2b) – DOCUMENTATION REQUIRED AT THE END OF EACH CALENDAR YEAR:

- The 'Statement of Accountability' form completed in full. Please note, each year's funding is contingent upon receipt of the annual reporting form.

(SECTION 3) – DECLARATION BY AUTHORIZED SIGNATORY:

I hereby certify that I have read the District of Mission Fee for Service Grants Policy FIN.54(C), that **the application complies with its requirements**, and that the information contained in the application is complete and correct.

IF THERE IS A CHANGE IN THE STATUS OF YOUR ORGANIZATION THE DISTRICT OF MISSION MUST BE NOTIFIED.

Signature:	Date:
Name (please print):	Title:

(SECTION 4) – USE OF GRANT DETAILS:

Grant amount being requested: \$

How will the District of Mission and its contribution be recognized by your organization? _____

(continued on back of page)

Eligibility Criteria

Fee for Service Grants are facilitated to assist non-profit Mission-based organizations with delivery of services to the community. The general membership of the organization must consist of at least 50% of Mission residents and be able to demonstrate the ability to match the District’s contribution in either other donation dollars or in-kind services. The services must be consistent with the District’s Goals and Objectives as posted on the District’s website. The service must be inclusive of all residents, support strong social and community values, and not be offensive to others.

(SECTION 5) - DETAILS OF SERVICES: *(use a separate sheet if required)*

1. Describe the service your organization provides to the community: _____

2. Number of clients/participants involved with your organization: _____

3. Describe how your organization would utilize the grant funds and how it would benefit the community:

4. What other community support or sponsorship exists for this project? _____

Ensure your Application Declaration on the front page is signed and dated. The District of Mission may contact you to request additional information, or clarification, to support your application. If you require further information, please contact Municipal Hall at: 604-820-3700.

The personal information on this form is collected for the purpose of an operating program of the District of Mission as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Freedom of Information Coordinator (604-820-3724).