

## MUNICIPALLY FUNDED GRANTS APPLICATION

This application form is for **Non-profit Organizations** who are applying for a municipally funded grant. To ensure your application may be considered, please complete and return the application with all required documentation by:

**July 15<sup>th</sup>** (*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;
- 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, detailing expenditures and revenues, including a list of all other grants and donations;
- Financial statements for the previous fiscal year;
- 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, (salary, honorarium or contract) together with the amount of compensation each receives.

### (SECTION 2b) – DOCUMENTATION REQUIRED AT THE CONCLUSION OF THE EVENT/PROJECT OR CALENDAR YEAR, (WHICHEVER OCCURS FIRST):

- A separate, detailed evaluation of the use of funds.

### (SECTION 3) – DECLARATION BY AUTHORIZED SIGNATORY:

I hereby certify that I have read the District of Mission Grants – Municipally Funded Grants Policy FIN.50 (attached), 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)*

The grant is being requested for: *(choose only one)*

**A Community Enhancement Grant (complete Section 4a)**  
*For non-profit Mission based community groups in the arts, cultural, recreational or social services field.*

**Fee for Service Grant (complete Section 4a)**  
*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.*

**A Community Event Grant (complete Section 4b)**  
*A recurring event that provides some significant benefit to the broad community, and is open to all members of the public without charge, (the established limit per grant is \$5,000 per event annually).*

**A Special Event Grant (complete Section 4b)**  
*Any one-time or first-time event that is of cultural, social or recreational significance to the community.*

**(SECTION 4a) – DETAILS OF COMMUNITY ENHANCEMENT:** *(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?

**(SECTION 4b) – DETAILS OF COMMUNITY EVENT/SPECIAL EVENT:** *(use a separate sheet if required)*

1. Name of event:
2. Date of event:
3. Purpose of event:
4. Targeted audience:
5. Projected number of attendees:
6. Number of attendees for past 3 years (if applicable):
7. Proposed advertising/promotion of event:
8. Amount of projected local spending to hold the event:
9. Other funding sources:

**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).*