



Application Deadline: Monday December 16, 2019

Application Form

2020 Grant in Aid

For application questions please contact:
Wayne Anderson, CPA, CMA
Financial Services Manager
Email: wanderson@merritt.ca
Phone: (250) 378-8616

**MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT**

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name

Street Address

City

Prov

Postal Code

Organization Website

Organization President /

Executive Director

Title

Phone Number

E-Mail

Contact Person (if different)

Title

Phone Number

E-Mail

Organization Information

Not for profit?

Yes

No

Registration Number

Did you receive a Permissive Tax Exemption in 2019?

Yes

No

Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received)

2019

2018

Organization Information

Current Fundraising Initiatives (500 characters or less)

Organizational Mission Statements (500 characters or less)

Brief Description of Organization (1,000 characters or less)

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Description of Event (1,000 characters or less)

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request	Financial Aid	In-Kind	Contact Facility Booking Department at (250) 315-1050 for a quote for your event
Amount Requested	<i>Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions</i>		
Program Budget			
Percent of your Program Budget covered by this request			%
<i>(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)</i>			

Please explain how your Organization or Event will be self sufficient in the future (500 characters or less)

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Signature

Print Name of Person
completing the application

Signature

Date Signed (mm/dd/yyyy)

APPLICATION CHECKLIST

2019 Grant Report - If you received a Grant in Aid in 2019 you will be required to submit a final report to Council in order to be considered for 2020 funding. Post event summaries should include actual revenues and expenses, attendance figures and estimates of economic impact and recognition value achieved through the event.

Budget - Include a detailed budget for the program, project or event, including all potential revenue sources.

Financial Statements - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization. If the annual financial statements are for a period that ended more than six months before the application deadline, then current interim financial statements are to be included in addition to the annual financial statements.

Organization Budget - Include the current annual operating budget for the organization.

Long-Term Plan - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

Completed and signed Grant in Aid application.