

APPLICATION FORM

2024 Grant in Aid

FOR QUESTIONS, CONTACT:
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**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 2023? Yes No

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

2023 2022

Organization Information

Current Fundraising Initiatives (500 characters or less)

Mission Statement/Purpose (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

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

Percent of your Program Budget covered by this request

%

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising 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 personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another 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 - ALL REQUESTS

- 2023 Grant Report** - If you received a Grant in Aid in 2023 you will be required to submit a final report to Council in order to be considered for 2024 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- 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.
- 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.