

1. IDENTIFICATION OF APPLICANT:

Organization name: _____

Mailing Address: _____

Contact Person: _____

Telephone Number: _____ Email Address: _____

2. ORGANIZATION INFORMATION:

Are you registered under the *Societies Act*? Yes No

Are you a registered charity?	Yes	No
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Society or Charity Registration Number: _____

3. FINANCIAL STATEMENTS: *Please attach your most recent financial statements.*

4. **ABOUT YOUR ORGANIZATION:** Please include (i) a brief description of your organization's goals, objectives and mandate, (ii) your administrative and Board structures and (iii) history and role of benefitting the residents of Esquimalt.

5. **PROGRAM, PROJECT OR EVENT INFORMATION:** Please provide a brief description of the program, project or event and why the grant is required. Who is your target audience and what are the key objectives? How will your organization measure success? What sustainability initiatives will form part of the planning and execution?

6. PROGRAM, PROJECT OR EVENT BUDGET

Please give details on revenue and expenditure projections.

(note: Expenditures must NOT exceed Revenues)

REVENUE (Please state source)		EXPENDITURE (Please itemize)	
Description	Amount	Description	Amount
TOTAL		TOTAL	

7. **FUNDING:** Please outline the attempts made to secure funding from other sources and provide details about funding that has been secured, including from other municipalities or levels of government? How is your organization moving towards self-sufficiency?

8. **FINANCIAL INFORMATION:** Did your organization receive a local grant from the Township last year? If so, has a final report been submitted? What is the minimum level of funding required for the program, project or event to occur?

9. **PARTICIPATION:** How many people participate in or take advantage of the program, project or event for which you are seeking funding? How many of those people are residents of the Township?

10. **VOLUNTEERING:** How many volunteer staff at your organization? What are the total volunteer hours? Can the program, project or event occur without volunteer support?

11. **PUBLIC ACKNOWLEDGEMENT:** All recipients of Township of Esquimalt local grants are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the grant?

12. **DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the local grant awarded by the Township.
- The organization is in good standing with either: (i) the Province of BC as a registered Society or (ii) the Canada Revenue Agency as a registered Charity.
- The grant application meets all the eligibility requirements of the Township's Local Grant Policy.

The information in this application will be reviewed and assessed by the Local Grant Committee. The Committee will evaluate all applications based on: Organizational Capacity, Evidence of Need, Project Feasibility and Community Impacts and Involvement.

Signature

Position

Name (please print)

Date