



**ELECTORAL AREA A  
RECREATION AND CULTURE  
GRANT PROGRAM**

**APPLICATION FOR FUNDING**

**ELECTORAL AREA A RECREATION AND CULTURE  
GRANT PROGRAM APPLICATION FORM**



Date of Application: (m/d/y) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**A. ORGANIZATION INFORMATION**

1. Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Alternate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

2. How long has the organization been established? \_\_\_\_\_ year (s)

3. Is the organization non-profit? If "No" please explain rationale for applying.

Yes                      No

**B. PROGRAM / EVENT / PROJECT INFORMATION**

*Please ensure that you fill out the information completely to ensure your application is considered - if more space is needed, please attach a separate sheet of information.*

1. Check **only one** of the following categories in **a), b) or c)**:

- |  |         |       |         |
|--|---------|-------|---------|
| a) New:  | Program | Event | Project |
| b) Expansion/Enhancement of Existing:                              | Program | Event | Project |
| c) Ongoing annual ( <i>have applied previously for the same</i> ): | Program | Event | Project |

2. Please check one of the following that best describes the program, event, or project:

Recreation      Sports              Culture              Fine Arts              Performing Arts

3. Name of the Program/Event/Project: \_\_\_\_\_

4. Location: \_\_\_\_\_

5. Date(s): \_\_\_\_\_

6. Time(s): \_\_\_\_\_

7. Ages of targeted participants / audience: \_\_\_\_\_

8. Approximate number of participants / audiences to be served: \_\_\_\_\_

9. Please check applicable area(s) of Electoral Area A being served:

Cassidy: Cedar: South Wellington: Yellow Point:

10. Total amount requested: \$\_\_\_\_\_ (budget details to be completed in Section C)

**Additional Information:**

Box limit: 250 characters. For more, please use a separate Word document.

Purpose / Goals and Objectives of Program / Event / Project (limit of 250 characters):

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Brief Background Information of Organization and Services (limit of 250 characters):

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Describe how you will evaluate the success of the program / event / project (limit of 250 characters):

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Describe how you plan to market / promote the program / event / project (limit of 250 characters):

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Provide a summary of the program / event / project including benefits to participants and the community, community support through volunteers and/or community partners (limit of 250 characters):

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Please provide any other relevant information (limit of 250 characters):

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**C. FINANCIAL INFORMATION**

Box limit: 250 characters. For more, please use a separate Word document.

1. Specify, in general, what the funds will be used for (limit of 250 characters):

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2. Copy of a specific program / event / project budget included?    Yes    No

Give reason if no: \_\_\_\_\_

3. Copy of organization’s financial statement included?    Yes    No

Give reason if no: \_\_\_\_\_

4. What other efforts is the organization undertaking to obtain other funding for this program / event / project? (limit of 250 characters):

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5. Have any requests for other funding been granted?    Yes    No

Granted by: \_\_\_\_\_

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Please outline on the following page the projected budget information including:

- all revenues associated with the project (fees, other grants, donations, etc.)
- all expenses associated with the project
- all revenues / costs for the project should be completed under the applicable column **“Projected”**.
- in addition, please add any in-kind services and estimated value that are being donated

*Please ensure that you fill out the information completely to ensure your application is considered. Some of the following budget line items may or may not apply to your program / event / project - only complete what is applicable.*

*You may wish to submit your own budget information on a separate form and attach to the application, if desired or if a budget has already been completed.*

**PROGRAM / EVENT / PROJECT FINANCIAL / BUDGET INFORMATION:**

EXPENSES	YEAR 20__
	Projected (To be completed for application)
<b>Supplies / Equipment:</b>	
Facility / Venue Rental	
Permits	
Insurance	
Advertising Costs (marketing / publicity)	
Vehicle Rentals	
Administrative Costs (specify, i.e., photocopying, mail, etc.)	
Equipment Rentals (specify, i.e., tents, stage, lights, sound, etc.)	
Materials / Supplies (specify the type of materials / supplies)	
Additional On-Site Costs (specify)	
Fundraising Expenses (specify)	
Other (specify)	
<b>Total Expenses = Line A</b>	\$

REVENUES	YEAR 20__
	Projected (To be completed for application)
<b>Earned Revenue:</b>	
Registration / Course Fees	
Admission / Ticket Sales	
Advertising Income	
Rentals	
Other (please specify):	
<b>B. Total Earned Revenue:</b>	
<b>Fundraising Revenue:</b>	
Donations – Charitable (Churches, Service Clubs, Societies, etc)	
Donations – Corporate (Businesses, Private Organizations)	
Cash Sponsorships	
Fundraising Events	
Other (please specify):	
<b>C. Total Fundraising Revenue:</b>	
<b>Other Government Revenue:</b>	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other (please specify):	
<b>D. Total Government Grants:</b>	
<b>Total Revenues (Lines B + C + D) = Line E</b>	\$
<b>Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant funding requested to cover shortfall</b>	\$

**Please Note:** If you are receiving any in-kind services for the program / event / project, please outline the type of service, the source donor, and estimated value:

<u>Type / Source</u>	<u>Estimated Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____