

DISTRICT OF SEHELDT

GRANT APPLICATION – GUIDELINES

A. REQUIRED DOCUMENTATION

The following documents are required:

- (a) A list of your Board of Directors, Officers and Executive Directors (if applicable)
- (b) Your latest financial statement endorsed by two signing officers of the Board of Directors.
- (c) A budget for the year in which the grant is requested. *(This may be the budget for your organization, or, if you are requesting funding for a specific project, submit the project budget only).*
- (d) Short description of the purposes of your organization.

B. GRANT CRITERIA

District of Sechelt grants are allocated to the following categories:

- 1. **HEALTH AND SOCIAL SERVICES**
- 2. **CULTURAL SERVICES**
- 3. **EVENTS AND FESTIVALS**
- 4. **YOUTH ACTIVITIES**

C. DEADLINE

Organizations will be notified by May 31st each year, in writing, whether or not their grant application has been successful.

Applications should be addressed to:

District of Sechelt
P.O. Box 129
5797 Cowrie Street, 2nd Floor
Sechelt, B.C. V0N 3A0
Attention: Chief Financial Officer



DISTRICT OF SEHELTT
GRANT APPLICATION – GRANT-IN-AID

1. IDENTIFICATION OF APPLICANT

Date: _____

Name or Organization Name:

Are you or your organization registered under the Society Act? Yes No

Mailing Address:

Phone Number: _____ Fax Number: _____

E-mail Address: _____ Contact Person: _____

2. BOARD OF DIRECTORS / MEMBERSHIP / VOLUNTEERS

Attach a separate page listing names, positions and addresses of all your Board members, officers, etc.

How many members does your organization have? _____

What percentage are Sechelt residents? _____

How many active volunteers? _____

3. GRANT INFORMATION (attach a separate sheet if more space is needed)

A. Amount of grant requested: \$ _____

Grant requested is for (check all applicable):

- General Operating Assistance Specific Project
Capital Special Event

Describe how your grant monies would be used:

[Empty box for describing grant monies usage]

B. Describe how your organization or project benefits Sechelt residents:

[Empty box for describing organization benefits]

How many Sechelt residents were served in the current year? _____

What percentage of total clients served are Sechelt residents? _____

- C. Describe how your service/project relates to other programs of a similar nature (including co-operative ventures). Also name any Sechelt organizations your organization works with.

- D. How do you evaluate the success of your service/project? (Describe in detail).

- E. If this is a first time grant request, provide the history and objectives of the organization.

4. **BUDGET AND FINANCIAL STATEMENTS**

Attach a **complete budget** for your specific project/event and your most recent **financial statements** signed by two directors. (Note: The budget should show the amount of revenue received from user fees, fund raising activities, membership fees, other government funding, etc.)

- A. Is the budget for:
- | | |
|--|---|
| <input type="checkbox"/> Entire Organization | <input type="checkbox"/> Specific Project |
| <input type="checkbox"/> Capital | <input type="checkbox"/> Special Event |

5. **OTHER**

- A. Itemize any services received from the District of Sechelt (for example, use of municipal buildings, subsidized rent, property tax relief, photocopying, etc.)

- B. If your organization previously received a grant from the District of Sechelt, detail what was accomplished with the grant monies.

- C. If your grant request is for a larger amount than the previous grant, explain the increase.

- D. If you are applying for monies elsewhere, list the agencies and monies requested.