

DEADLINE: DECEMBER 15, 2024



APPLICATION FORM

2025 Grant in Aid

FOR QUESTIONS, CONTACT:

Linda Robinson

EMAIL: lrobinson@merritt.ca

TEL: 250-378-1224 FAX: 250-

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): 12/10/2024

Full Legal Organization Name Merritt Secondary Leadership Classes

Street Address 1561 Chapman St.

City Merritt

Prov BC

Postal Code V1K 1B8

Organization Website <https://mss.sd58.bc.ca/>

Organization President /

Executive Director Molly Brigden

Title Leadership Teacher

Phone Number 250-378-7597

E-Mail mbrigden@365.sd58.bc.ca

Contact Person (if different) Krystal Thompson

Title Teacher

Phone Number 250-315-3433

E-Mail kthompson@365.sd58.bc.ca

Organization Information

Not for profit?



Yes



No

Registration Number

Did you receive a Permissive Tax Exemption in 2025



Yes



No

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

2024

N/A

2023

N/A

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our group has done a few fundraisers such as raffle candy baskets, candy grams, and a movie night to start fundraising for events.

Mission Statement/Purpose (500 characters or less)

This group is used to build positive school culture and community in our school all while teaching leadership skills to students. We want our students to be able to plan and execute different events and initiatives all the while being good and kind humans.

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

Our group consists of 2 leadership classes, one junior (Grade 9-10) and one senior (Grade 11-12). We have 45 students who come together to build community and positive school culture. Our group does work in our school as well as within the community. We have 4 buddy classes at Central and also spend time at the Gillis house and the local food bank.

Please don't hesitate to [attach supporting documents](#) with further information about your organization.

Proposal Request

Program / Project / Event Name

Student Leadership Conference

Description of Event (1,000 characters or less)

We have an opportunity to host a student leadership in collaboration with the Canadian Student Leadership Association. This will be for all grade 8 students in Merritt. This will consist of two keynote leadership speakers as well as team building activities. We will use our leadership classes to help host this event and will build capacity and experience in our students for events in our school. There will be break out session for our leaders as well as time with the keynote speakers. We are not looking for monetary funds, but rather a space to host the 160 students for the day.

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

900.00

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)

We will continue to do fundraising within the school with another Movie night, bake sales and

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

Molly Brigden

Signature

Molly Brigden

Print Name of Person
completing the application

Molly Brigden

Signature

Molly Brigden

Date Signed (mm/dd/yyyy)

12/10/24

APPLICATION CHECKLIST - ALL REQUESTS

- ☐ **2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 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.

SUBMIT TO FINANCE@MERRITT.CA



City of Merritt - Recreation and Facilities
2185 Voght Street, PO Box 189
Merritt, BC V1K 1B8
Phone: (250)315-1050 Fax: (250) 378-4205
Scheduling Invoice

Creation Date: Wed Dec 11, 2024

Invoice #: 7358

PAYEE: Molly Brigden
MSS Highschool
Merritt, British Columbia, Canada
V1K1B8

Total Amount Due: \$855.75

Amount Paid: \$0.00

Balance Due: \$855.75

Client #: 3965
Email: mbrigden@365.sd.58.bc.ca
Phone 1: (250) 378-5131
Event: Student leadership conference 2025
Status: Tentative
Signed: Not Signed

GST # 106930316RT0001

Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

| Facility Name | Description | Date | Time | Price |
|---|--|------------------|-------------------|------------|
| City of Merritt Facilities - Merritt Civic Centre - East Auditorium | 2025 East Auditorium (4 + hours = per day) - \$550.00 Max Rate | Wed May 14, 2025 | 08:30AM - 03:00PM | \$550.00 G |
| Facility Subtotal: | | | | \$550.00 |
| Total: | | | | \$550.00 |

Services

| Service Name | Description | Qty | Date | Time | Price |
|---|-------------------------------------|-----|------------------|-------------------|-----------|
| Services - Facility Equipment - Chair-Soft Fabric - MCC Indoor | No Charge - \$0.00 | | | | |
| City of Merritt Facilities - Merritt Civic Centre - East Auditorium | | 150 | Wed May 14, 2025 | 08:30AM - 03:00PM | \$0.00 G |
| Service Subtotal: | | | | | \$0.00 |
| Services - Facility Equipment - Extension Cords | No Charge - \$0.00 | | | | |
| City of Merritt Facilities - Merritt Civic Centre - East Auditorium | | 1 | Wed May 14, 2025 | 08:30AM - 03:00PM | \$0.00 G |
| Service Subtotal: | | | | | \$0.00 |
| Services - Facility Equipment - Microphone | Daily - \$15.00 Max Rate (Per Unit) | | | | |
| City of Merritt Facilities - Merritt Civic Centre - East Auditorium | | 1 | Wed May 14, 2025 | 08:30AM - 03:00PM | \$15.00 G |
| Service Subtotal: | | | | | \$15.00 |
| Services - Facility Equipment - Tables 8 ft. Rectangular (Inside MCC) | No Charge - \$0.00 | | | | |
| City of Merritt Facilities - Merritt Civic Centre - East Auditorium | | 10 | Wed May 14, 2025 | 08:30AM - 03:00PM | \$0.00 G |

Service Subtotal: \$0.00

Services - Refundable Damage Deposit Fees - Damage Deposit MCC East or West Aud \$250.00

Damage Deposit MCC Aud \$250.00 - \$250.00 Flat Rate (Per Unit)

City of Merritt Facilities - Merritt Civic Centre - East Auditorium

| | | | | |
|-------------------|------------------|-------------------|----------|---|
| 1 | Wed May 14, 2025 | 08:30AM - 03:00PM | \$250.00 | G |
| Service Subtotal: | | | \$250.00 | |
| Total: | | | \$265.00 | |

| | | | | |
|--|--|--|--|--|
| Transactions | | | | |
| There are no transactions to display for this Invoice... | | | | |

| | | |
|---|--------------|----------|
| Comments Thank you for booking with the City of Merritt. Please review the times and dates above to ensure they are correct. | Subtotal: | \$815.00 |
| | 5% GST: | \$40.75 |
| | Total: | \$855.75 |
| | Amount Paid: | \$0.00 |
| | Balance Due: | \$855.75 |