



2019 Extraordinary Grant Application

PLEASE READ APPLICATION PROCESS DOCUMENT BEFORE PRECEEDING

Grant Category
(drop-down selection)

*Grant-in-Aid or
Community Initiative*

Contact Information

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

<div>Not for profit?</div> <div>Yes</div> <div>No</div>		<div>Year Established</div>
<div>Registration Number</div>		
<div>Address</div>		
<div>Total Organization Budget</div>		<div>Total # of Board Members</div>
<div>Total # of Staff</div>		<div>Total # of Volunteers</div>
<div>Organizational Mission Statements</div> <div>(350 characters or less)</div>		
<div>Brief Description of Organization</div> <div>(1,000 characters or less)</div>		

Population Served
(600 characters or less, include
age groups, race & ethnicity,
income levels, etc.)

Proposal Request

Program / Project Name

Total Program Budget

Requested Grant Amount

Percent of Total Budget

(percentage of grant to actual complete budget, eg. \$1,000 grant would be 10% of a \$10,000 event

Type of Request
(drop-down selection)

Financial Aid, In-Kind or Sponsorship

Grant Period From

Grant Period To

Multi-Year Event?

Yes
No

Description of Event
(1,000 characters or less)

Please don't hesitate to **provide additional supporting documents** that will provide further explanation of the event or organization.

Geographic Area Served

**Please estimate the
anticipated economic impact
of the event or organization.
(eg. spending, social impact,
or environmental, hotel
rooms, visitors & general
tourism)**

(1,000 characters or less)

**Priority funding areas
of grant makers**

(indicate, in 500 characters or less, how your request fits within the City of Merritt's strategic interest[s])
(a copy of Merritt's Strategic Plan can be requested at City Hall.)

Most recent grants received from the City of Merritt:

Amount (1)	Date (1) mm/dd/yyyy
Amount (2)	Date (2) mm/dd/yyyy

Current Fundraising
Initiatives
(max 350 characters):

Please explain, in 350 characters or less, how your event or organization will be self sufficient in the future:

Please provide a detailed budget for your event/operating year and also your organization's most recent Certified Financial Statements.

Indicate which revenue is confirmed and reflect in kind contributions for both your revenue and expenditure. Ensure in-kind contributions are included under expenditures. In-kind includes provision of equipment, services, advertising etc. instead of cash. Any in-kind donation included as revenue must also be accounted for as an expense.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

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 information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the 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:

Date Signed (mm/dd/yyyy):

Print Name of Person
completing the application:

Signature:

Application Date
(mm/dd/yyyy):



For application questions please contact:
Wayne Anderson, CPA, CMA
Financial Services Manager
Email: wanderson@merritt.ca

Application Checklist

Completed and Signed
Application Form

Supporting Documentation
about event or organization

Financial Statements (most
recent and projected budget)

If sponsorship a detailed
report of sponsor options

For In-kind Requests please
complete Appendix A
(detailed list of City In-Kind
Costs)

2019 Extraordinary Grant Applications can only be received during the 2019 calendar year.