

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

Not for profit?

Yes No Year Established

Registration Number

Address

Total # of Board Members

Total # of Staff

Total # of Volunteers

Organizational Mission Statements

Total Organization Budget

(350 characters or less)

Brief Description of Organization

(1,000 characters or less)

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

Proposal Request

Program / Project Name

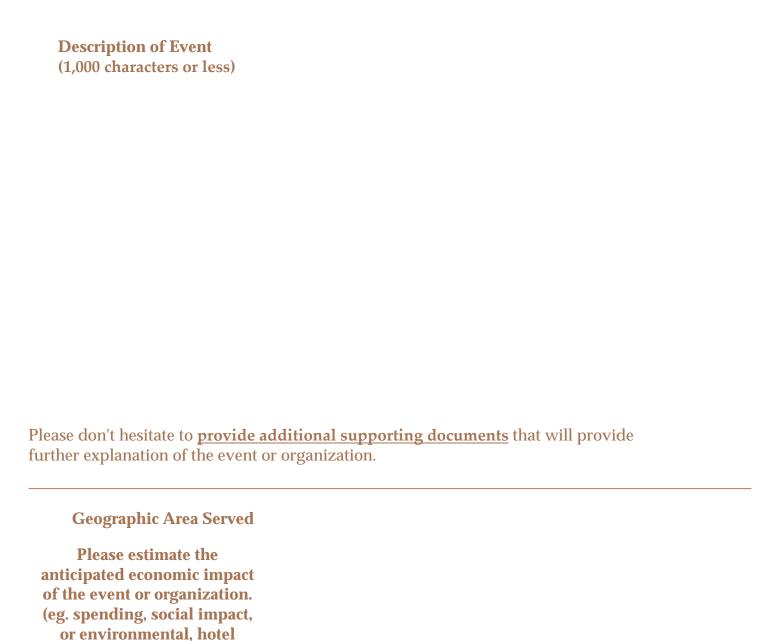
Total Program Budget

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	



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.