



MUNICIPALITY OF West Elgin

Community Grant Application Form

Name of Application / Organization / Service Club / Community Group		
Contact Person		Position held in organization
Mailing Address		Telephone / Cell Phone #
Email Address		Website

Specifics of Event / Project / Program requesting funds	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)	
Have you applied to the Municipality for funding in the past?	
Do you want to present your request to Council?	

Community Grant Application Form

For Organizations / Service Clubs

Are you a non-profit organization?	
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.	
Is your group able to issue charitable tax receipts on its own?	
What are the general objectives / services of your organization?	
In what geographical area does your organization operate?	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.	
List the Executive Officers of your organization.	

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Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

What is the specific purpose that grant funds will be used for?

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

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Financial Information

1. Please attach a financial statement from your previous year from your Organization.
Financial statements are not required for requests under \$500.00
2. Please provide a project budget, including:

Project Budget: Revenue Sources

1. Applicant Contribution
2. Grants
3. Donations
4. Sponsorships
5. Fund-Raising Efforts
6. Other Sources
7. Total Revenue

Project Budget: Expenses

1. Advertising and Promotion
2. Program Supplies
3. Entertainment
4. Administration
5. Salaries and Wages
6. Facilities Rental
7. Prizes and Awards
8. Other
9. Total Expenses

Terms and Conditions

In the event that a grant is awarded, the applicant agrees to the following:

- Provide a complete status report for the use of funds within 60 days of the completion of the event, project or program.
- To acknowledge the support of the Municipality of West Elgin in all printed material and through other promotional means.
- The funds will be used only for the purposes described in this application
- To inform Council if the project is delayed or changed substantially for any reason
- In the event that the project does not go forward, the application will return those funds granted for the proposed project.