

FORM

	<p>The Corporation of The Town of Amherstburg</p> <p>271 Sandwich St. South, Amherstburg, ON N9V 2A5 www.amherstburg.ca</p>	
	Form Name:	Request for Grant to Community Groups and Organization

Part A – Application

Thank you for applying for a Request for Grant to Community Groups and Organizations! Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions in the space provided.

1. General Information

Date:			
Committee or Organization Name:			
Contact Person			
Name			
Phone Number			
Organization			
Address			
Phone Number			
E-mail Address			
Website			
Mission/Vision Statement:			
Board of Directors			
	<i>Name</i>	<i>Phone Number</i>	<i>Email</i>
1			
2			
3			
4			
5			
6			
7			
8			

Revision #:

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9			
10			
11			
12			
Insurance Policy Carrier:			
Town Consultations?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Department Consulted:			
Non-Profit/Charitable Status Number			

2. Project or Proposal

a. Project Overview: (200 words max):

Guidance: The project overview should present a concise summary of your project. Include the reason for your project, goals and objectives, who will be involved and the amount of funding requested.

Amount requested:	\$
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Revision #:
Date:

b. Project Description: (500 words max):

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. Market Reach or Attendance. Partnerships or Collaborations.

Amount requested:

\$

c. Desired Outcomes: (200 words max):

This section should also include what will be accomplished and the desired outcomes.

Revision #:

Date:

3. Goals & Objectives:

Describe the project goals and objective in measurable terms by using the **Timeline and Tasks Completed by Date** requirement below. This timeline should include all major milestones involved in your project.

Name of Task		Projected Completion Date:	
Task Description			
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Task Description			
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Task Description			

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4. Budget:

a. Budget Breakdown

Include a budget breakdown of how the grant funding will be used for your project. List and describe actual and pending costs and any other sources of outside income. **Please attach copy of last fiscal operating budget.**

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b. Funding Sources

Please list all other funding sources for the project:

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total amount received or anticipated	\$

Revision #:

Date:

c. Services Required

What services will your project require from the Town of Amherstburg?

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d. Services Required

What services will your project require from the Town of Amherstburg? Example; picnic tables, Public Works services, water, hydro etc. Yes or No and list items?

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5. Disclosure of Previous Grants

Has your organization received a grant previously from the program?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount (cumulative)	\$	Year(s)

6. Volunteers:

Please describe the number of volunteers and volunteer hours that will be used for your project. How will you recruit and train them for the task?

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Date:

7. Other Information (200 words max):

Include any other useful information about your project. This could include reference letters, website pages, photos, etc.

Once you have completed the application and post report please **email, mail or fax** your responses to:

Kevin Fox, Municipal Clerk
271 Sandwich Street
South Amherstburg, ON
N9V 2A5

Telephone: 519-736-0012 ext. 2272
Fax: 519-736-5403
Email: kfox@amherstburg.ca

8. Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge.

I agree to complete an "Annual Report" and disclose all relevant information to the Town. The committee takes full responsibility for the actions of all members and volunteers associated with the committee.

Name:

Signature _____

Date: _____

Witness Name:

Signature _____

Date: _____

Incomplete applications will not be considered

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Part B – Post Report

This form must be completed and must be submitted by September 1st of the following the receipt of grant funds.

Please answer the following questions in the space provided.

1. General Information

Date:	
Committee or Organization Name:	
Contact Person	
Name	
Phone Number	
Organization	
Address	
Phone Number	
E-mail Address	
Website	

2. Past Events

Please list events held during the previous year including those associated with the project.			
<u>Event Name</u>	<u>Date of Event</u>	<u>Number of Patrons</u>	<u>Financial Contribution from Town</u>

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Have the actions of the committee reflected the committee's initial purpose? Explain: (150 words or less)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the committee plan on running the event again?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the committee plan on seeking funding from this grant again?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

3. Volunteers

Please describe the number of volunteers and volunteer hours that was used for your project. How will you recruit them again? **(150 words max)**

4. Budget

List any known or anticipated new sources of funding:

Financial position for most current fiscal year ending:	
Annual Revenue:	\$
Less: Annual Costs:	\$
Equals: Financial position at year end:	\$
Forecasted budget for next year:	\$

Revision #:
Date:

5. Other Information

Include any other useful information about your project. This could include reference letters, website pages, photos of project or proposal, partnerships etc. **(200 words max)**

6. Disclaimer and Signature;

I certify that my answers are true and complete to the best of my knowledge.

I agree to complete an "Annual Report" and disclose all relevant information to the Town.

The committee takes full responsibility for the actions of all members and volunteers associated with the committee.

Name:

Signature; _____

Date: _____

Witness

Name:

Signature; _____

Date: _____

Revision #:

Date:

