



The Corporation of the City of Vernon

COUNCIL DISCRETIONARY GRANT APPLICATION FORM

IMPORTANT: The deadline for Council Discretionary Grant Applications are semi-annual being April 30 and October 31 each calendar year.

Applications will only be accepted during the intake periods of April 1 - April 30 and October 1 to October 31. Applications must be submitted to the Director of Financial Services no later than 4:00pm on the application deadline (April 30th and October 31st), if City Hall is closed that day, on the next working day that City Hall is open.

Applicants may run the risk of grant funding being depleted if waiting to apply until the October intake deadline.

If grant applications are received after the cut off periods they will be returned to the applicant and must be submitted at the next intake period.

Please note: Incomplete applications will not be considered

ORGANIZATION INFORMATION

NAME OF ORGANIZATION

APPLYING FOR COUNCIL DISCRETIONARY GRANT: _____

CONTACT PERSON: _____

ORGANIZATION MAILING ADDRESS: _____

BUSINESS PHONE: _____

EMAIL ADDRESS: _____

REGISTERED NON PROFIT SOCIETY

INCORPORATION NUMBER (required): _____

"Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purposes of responding to your request".

City Hall Address: 3400 30th Street, Vernon BC, V1T 5E6

Inquiries: 250-545-1361

Web: www.vernon.ca



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ORGANIZATION GOALS, OBJECTIVES AND ACTIVITIES:

SERVICE PROVIDED TO THE COMMUNITY:

A PROFILE AND HISTORY OF THE ORGANIZATION AND ITS ACCOMPLISHMENTS:

PLEASE IDENTIFY THE STEPS YOUR ORGANIZATION HAS TAKEN TO ACQUIRE GRANTS FROM OTHER SOURCES:



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GRANT REQUEST

(You may wish to provide attachments, please note below where these items can be found.)

AMOUNT OF REQUEST:

IN-KIND SERVICES: (please describe and include cost)

PURPOSE OF GRANT AND PROPOSED ALLOCATION OF FUNDS:

BENEFITS TO COMMUNITY RESULTING FROM GRANT OR CITY GOALS AND OBJECTIVES THAT WILL BE MET, IF THE GRANT IS APPROVED:

DEGREE OF COMMUNITY FINANCIAL SUPPORT OR SPONSORSHIP:

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DEGREE OF DEMONSTRATED ECONOMIC DEVELOPMENT, ENVIRONMENTAL STEWARDSHIP OR SOCIAL BENEFIT THAT MAY BE GENERATED BY THE AWARD OF A COUNCIL DISCRETIONARY GRANT:

GRANT QUALIFICATION CHECKLIST (please check all that apply):

- Community Based
- Providing a service which is not provided by any other group or organization within the City or which is provided for in another municipality and used by residents
- Must only submit one application per calendar year
- Grant request is not to cover retroactive funding or to cover a deficit

Note: Organizations do not qualify for the discretionary grant program if they are in receipt of regional funding or are receiving grants or other assistance from the City of Vernon.

GRANT REQUIREMENTS (please attach to your grant application):

- Most Recent Set of Financial Statements
- Minutes of Most Recent Annual General Meeting
- List of Members of the Executive (including positions held, address and contact numbers)

In the case of newly formed groups, a budget and information regarding the organization purpose including list of Board of Directors will be sufficient.

_____ Date

_____ Signature