

The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM
FINAL CHECKLIST

Did you...

<input type="checkbox"/>	Complete and sign the application form?
<input type="checkbox"/>	Complete the Financial Statement Form or provide your own financial documents?
<input type="checkbox"/>	Complete the Project Budget Statement Form or provide your own budget documents? (for Strategic Priorities, Community Building and Small Acts of Vibrancy Grants only)
<input type="checkbox"/>	Provide a letter of support or signature from the School Principal? (for Dry Grad Grants only)
<input type="checkbox"/>	Provide a written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community?
<input type="checkbox"/>	Provide full details about the matching contributions? (For Community Building Grants only)
<input type="checkbox"/>	Provide a one-page summary report on the achievement of your previous year's program/project goals? (For recipients of a grant in the previous year only)

You are welcome to include any supporting documentation that would assist the District of Saanich in assessing your project.

Submit all documentation to:

*District of Saanich
770 Vernon Avenue
Victoria, BC V8X2W7
Attention: Finance Department
Telephone: 250-475-1775
Fax: 250-475-5440
[email: grants@saanich.ca](mailto:grants@saanich.ca)*

Reminder!

Recipients of Micro Grants and Community Building Grants may be required to submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.