

The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM

COMMUNITY BUILDING GRANT APPLICATION FORM

Deadline for submission: on or before February 1st, 4:30 pm. (PST)

What grant are you applying for:

Community Building Grants:	
<input type="checkbox"/> Community Events Grant	<input type="checkbox"/> Community Well-Being and Place-making Projects Grant

Organization Information:

Organization Name:

Permanent Mailing Address:

City:

Postal Code:

Email:

Fax Number:

Contact Person (Name):

Phone Number:

Have you applied for funding from other sources?

If yes, from whom? And for how much?

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria, BC, V8X 2W7, phone: 250-475-1775, email: fo@saanich.ca.

Funding Request:

Amount of grant request:

Written summary of request, organization information, service provided and benefit to Saanich; or description of project, activity or event (include date, time and location):

Description of how funds will be used and time frame to complete:

Signature: _____

Date: _____

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FINANCIAL STATEMENT FORM

The Financial Statement Form is not required if you are providing your own financial documents.

Organization: _____

Period ending date: _____

REVENUE:
Advertising
Bank Interest
Donations
Membership
Grant: _____
Grant: _____
Other (please list) _____
Other _____
Other _____
Other _____
TOTAL REVENUE: (A)

EXPENSES:
Advertising
Bank Charges
Stationery
Photocopying
Other (please list) _____
Other _____
Other _____
Other _____
Other _____
TOTAL EXPENSES: (B)
Revenue (A) less Expenses (B):

ANNUAL BANK BALANCE:
Balance as of beginning of the year
+ Revenue
- Expenses
Balance at end of fiscal year
Total committed funds
Uncommitted bank balance

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PROJECT BUDGET STATEMENT FORM
(Required for Community Building Grants)

Organization: _____

A) PROJECT EXPENSES (list)

Estimate Costs and out-of-pocket expenses of your project.

ITEM	DESCRIPTION/DETAILS	PRICE/COST	SUBTOTAL
TOTAL PROJECT COST:			

Matching Contributions:

It is important to document the contributions of those involved (matching contributions). This will help to assess how much grant funding the project may be eligible to receive. Contributions can be cash and/or in-kind (volunteer time or labour, donated supplies and materials, donated professional services).

B) MATCHING CONTRIBUTIONS (list)

Total value of the matched contribution must be at least 75% of the value of the grant requested.

ITEM	DESCRIPTION/DETAILS	PRICE/COST	SUBTOTAL
TOTAL CONTRIBUTION:			

SUMMARY REPORT:

<input type="checkbox"/> Yes	Did your organization received a grant in the previous year?	<input type="checkbox"/> Yes	One-page summary report on achievement of previous year's program/project goals is attached?
<input type="checkbox"/> No		<input type="checkbox"/> N/A	

Signature: _____

Date: _____