



# APPENDIX A

## ELECTORAL AREA COMMUNITY GRANT IN AID APPLICATION FORM

\*\*PLEASE READ THE ELECTORAL AREA COMMUNITY GRANTS GUIDELINES **PRIOR** TO SUBMITTING APPLICATION\*\*

NAME OF ORGANIZATION	AMOUNT REQUESTED
MAILING ADDRESS	
POSTAL CODE	CONTACT PERSON (NAME AND TITLE)
TELEPHONE NUMBER	EMAIL ADDRESS

**INFORMATION REGARDING THE APPLICANT ORGANIZATION:**

IS YOUR ORGANIZATION A REGISTERED NOT FOR PROFIT SOCIETY IN BC? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF "YES" PROVIDE REGISTERED SOCIETY NUMBER \_\_\_\_\_  
 IF "NO" PROVIDE PROOF OF BANK ACCOUNT IN ORGANIZATION'S NAME (as an attachment to application)  
 HAS YOUR ORGANIZATION RECEIVED FUNDING FROM THE RDOS BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF "YES"; WHEN \_\_\_\_\_ AND AMOUNT RECEIVED: \$ \_\_\_\_\_

**DETAILS OF GRANT REQUEST**

Please provide the following information in a brief narrative in the **following order**. (maximum 2 pages)

**1. Project/Program Abstract**

- Brief summary of the proposed project/program including:
- Total estimated costs;
- The amount requested from the Regional District and how the funds will be used;
- Other principal sources of support.

**2. Project/Program Description**

- Specify project/program outcomes that you plan to achieve.
- Who and how many will be served and why are you serving them? Why would they use your particular services? What geographic area does this project/program target?
- How will you reach the population you plan to serve?
- What strategies will be used to achieve the proposed outcomes?
- How will you know if you have achieved the outcomes proposed?

### 3. Funding Considerations

Describe plans for obtaining other funding needed to carry out the project/program, including amounts requested of other funders and any volunteer labour and/or in-kind donations.

If the project/program is expected to continue beyond the grant period describe plans for ensuring continued funding after the grant period.

PLEASE **CHECK** ALL ELECTORAL AREAS THAT WILL BENEFIT FROM YOUR PROJECT/PROGRAM

ELECTORAL AREA "A"		ELECTORAL AREA "B"		ELECTORAL AREA "C"	
ELECTORAL AREA "D"		ELECTORAL AREA "E"		ELECTORAL AREA "F"	
ELECTORAL AREA "G"		ELECTORAL AREA "H"		ELECTORAL AREA "I"	

### CHECKLIST - DOCUMENTS TO SUBMIT WITH YOUR APPLICATION

\_\_\_\_\_ Copy of Event or Initiative Budget – A detailed budget (see attached template) including costs, revenues and fees charged. Where possible please provide copies of cost estimates obtained

\_\_\_\_\_ Details of your Organization's structure (include Directors names and Phone numbers)

\_\_\_\_\_ For Community Organizations without a Registered Society number, proof of bank account in Organizations name

**Please ensure you have answered all sections of this form and provided all the requested documents.**

SIGNATURE	DATE
NAME (PLEASE PRINT)	TITLE

### SUBMIT TO:

Regional District of Okanagan Similkameen

101 Martin Street

Penticton, BC V2A 5J9

Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)

Attention: Finance Supervisor

### FOR OFFICE USE ONLY

<b>AMOUNT OF GRANT REQUESTED</b>	\$
<b>AMOUNT OF GRANT APPROVED (enter 0 if grant is denied)</b>	\$
<b>ELECTORAL AREA DIRECTOR SIGNATURE</b>	

<b>RDOS ELECTORAL AREA COMMUNITY GRANT IN AID BUDGET TEMPLATE</b>	
<b>Organization Name:</b>	
<b>For period</b>	<b>From _____ to _____ .</b>
<b>REVENUE</b>	
<b>Grants (provide Names of grantors)</b>	
<b>from Government</b>	
<b>from Foundations</b>	
<b>from Corporations</b>	
<b>Earned Income (ie interest)</b>	
<b>Individual contributions.</b>	
<b>Fundraising events and product sales.</b>	
<b>Membership income</b>	
<b>Additional revenue (please specify)</b>	
<b>TOTAL INCOME</b>	
<b>EXPENSES</b>	
<b>Salaries and wages</b>	
<b>Consultant and professional fees (e.g. accounting, legal, etc.)</b>	
<b>Travel</b>	
<b>Equipment</b>	
<b>Supplies</b>	
<b>Advertising and printing</b>	
<b>Rent</b>	
<b>Utilities (ie electric, gas, telephone, cable)</b>	
<b>Other expenses (please specify)</b>	
<b>TOTAL EXPENSES</b>	
<b>IN KIND SUPPORT (PLEASE PROVIDE DETAILS)</b>	