

Re: DONATION, GRANT, AND SPONSORSHIP POLICY F0020

* Applications for events must be submitted at least **six weeks prior** to the event.

* Applications for a continuous program service must be submitted by **September 30th** in the year prior.

APPLICANT INFORMATION

Current list of Board of Directors (or attach list)

[illegible]

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Is the organization in good standing? ____ Yes ____ No If not, please explain.

What is the nature of your organization?

- ☐ Registered Charity (provide document) (i.e. relief of poverty, advancement of education, advancement of religion, or other purpose beneficial to the community)
- ☐ Charitable or Non-profit (not registered as a charity) (i.e. social welfare, civic improvement, pleasure, recreation, or any other purpose except profit)
- ☐ Heritage (include designation)
- ☐ Other _____

Does the organization engage volunteers? If so, in what way? How many?

Briefly describe the principal objective of the organization and the benefit to the residents of Happy Valley-Goose Bay.

FINANCIAL INFORMATION

Request is for ☐ Program ☐ Event ☐ Service

Type of Request ☐ Donation ☐ Grant ☐ Sponsorship

Is this a monetary request? If so, what is the amount requested? \$_____

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If requesting a donation in-kind, what is the organization requesting? (tick all that apply)

- ☐ use of a municipally owned facility
- ☐ use of municipal staff as support for an event (wages waived/reduced)
- ☐ use of municipally owned equipment (rental fee waived/reduced)
- ☐ use of municipally owned materials (rental fee waived/reduced)

Provide details regarding the donation in-kind

Overall budget for the program, event, or service \$ _____
(attach detailed budget)

Provide the amount of funds the organization is committing or raising towards the program, event, or service that it is sponsoring.

\$ _____

Briefly describe the program, event, or service and its importance to the residents of Happy Valley-Goose Bay.

Briefly describe how a donation, grant, or sponsorship from the Town will be expended.

Does the organization conduct fundraising activities? If so, list these activities.

Does the organization receive any other source of funding? If so, list the sources and amounts.

CHECKLIST OF ATTACHMENTS (must accompany the application, if applicable)

- | | |
|---|---|
| <input type="checkbox"/> Charity Registration documents | <input type="checkbox"/> Board of Directors (if not listed on application) |
| <input type="checkbox"/> Heritage Designation documents | <input type="checkbox"/> Detailed budget for the program, event, or service |

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015

The Town of Happy Valley-Goose Bay is subject to the provisions of the *Access to Information and Protection of Privacy Act, 2015*. While the Town only uses information for the purpose it was collected, the Town cannot guarantee that all information provided to the Town can be held in confidence if an Access to Information Request is made through this Act.

APPLICANT'S DECLARATION

I declare that I have the authority to make this application on behalf of the noted organization. I confirm that the information contained in this application and accompanying documents is true, accurate, and complete. I agree to provide any other information that may be requested, including financial information, that is in addition to what is required as per this application. I understand that any misrepresentation or material omission on this application can result in the application being declined.

Name _____

Signature _____

Date _____