

# Application for Grant to Non-Profit Organizations

## A. General Information:

Name of Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Person Name and Position: \_\_\_\_\_ Contact Person Email Address: \_\_\_\_\_ Contact Person Phone Number: \_\_\_\_\_

Is the organization "Not for Profit"? ☐ Yes ☐ No If yes, registration number: \_\_\_\_\_

## B. Provide the organizational goals and objectives and an outline of the services or programs provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. How do the activities of your organization align with the City of Cranbrook's Four Pillars? (Social, Cultural, Economic and Environmental)

\_\_\_\_\_  
\_\_\_\_\_

## D. Provide an estimate on the number of people directly affected by your organizations services or event(s)? \_\_\_\_\_

## E. Have you received Grants, Permissive Tax Exemptions or In-kind Donations from the City in the past four years?

<input type="checkbox"/> Yes (Indicate below the year, the grant and the amount received)	<input type="checkbox"/> No (proceed to Section G)
\$	\$
\$	\$

## F. Summarize how previous grants from the City have been used and how they benefit the community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## G. Describe what your organization is doing to reduce its reliance on grants from the City of Cranbrook: (Demonstrate ongoing efforts to obtain other sources of revenue - ie. fundraising activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## H. GRANT REQUEST INFORMATION:

Please identify the type of grant you are requesting:

<input type="checkbox"/> Program Support	<input type="checkbox"/> General Operating	<input type="checkbox"/> Start-Up Costs
<input type="checkbox"/> Special Event	<input type="checkbox"/> Capital Campaign	<input type="checkbox"/> In-kind Costs

Grant amount requested: \$ \_\_\_\_\_

Explain how the grant funds will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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How will the community and / or participants benefit from the grant funding:

List any other agencies solicited for funding:

Agency:	Amount Requested: \$	Status:
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**I. Required Attachments: (Do not submit your application without the requested attachments)**

- ☐ Copy of most recent Financial Statements
 ☐ Current Operating Budget
 ☐ For In-kind Donations please provide a detailed list

**J. Declaration:**

*I am an authorized signing officer of this organization and I certify that the information given in this application is correct and endorsed by the organization that I represent. Should a grant be approved, I agree that it will be used in the manner that it was applied for.*

Signature

Date

### IMPORTANT INFORMATION

- **Deadline for submissions is August 31st.**
- **Applications will be presented to City Council for review during next year's budget deliberations.**
- **Notification of successful applications, subject to budget approval, will be provided after budget is adopted.**
- **Organizations receiving a grant from the City of Cranbrook will be required to provide a final report that includes a financial accounting of the grant amount by December 1<sup>st</sup> in the year the grant is received. Failure to provide a final report could negatively affect your chance for future grants.**
- **Applicants carrying accumulated surpluses/reserves must clearly explain their intended use of these funds.**
- **Financial statements and operating budgets must be attached to your application.**
- **Preference may be given to applications that:**
  - strengthen and enhance the well-being of the community;
  - promote volunteering;
  - address community needs;
  - are NOT ongoing (from year to year);
  - partner with other groups in the community.
- **Please provide as much detail as possible. This will assist City Council in making an accurate and responsible assessment of your needs. Please include any additional information you feel is relevant.**

Please return completed application to: Melissa Willman, Financial Analyst  
City of Cranbrook  
40-10<sup>th</sup> Avenue South, Cranbrook, BC V1C 2M8  
or email: Melissa.Willman@cranbrook.ca

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application.  
For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Office Use Only	Received by and date:	<input type="checkbox"/> All documents received	Comments:
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