THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

Only applications that are completed legibly and in full will be accepted.

The deadline for submitting grant applications is December 21, 2018.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

A. APPLICANT INFORMATION	
Application Date	
Name of Organization/Group	
Contact Person	
Telephone	
Email	
BC Society Number	
Date of Registration	
Describe your organization's objectives	
Number of members	

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested **(*see note below)**	
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 497 as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Project title and Description	
Describe your target population (age, gender, disability etc.)	
Describe your goals and your success criteria	

Approximately how many individuals will be served by your project?
What community need or issue is your project/event responding to?
Describe any partners or sponsors involved in your project/event.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event

D.	FINANCIAL INFORMATION
☐	Attach your most recent financial statement
☐	Provide current fiscal year project budget for your organization
☐	If your group received a municipal grant in 2018, provide a breakdown of how the money was spent
☐	Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.

2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.

3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.

4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.

5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed					
Name		**Title**		**Date**	
Signed					
Name		**Title**		**Date**	