



2025 MUNICIPAL GRANT IN AID APPLICATION

For Community Projects, Services, Events, and Programs

Please complete the application form below electronically and email to accounting@lionsbay.ca, no later than, **4:30 P.M. on March 28, 2025**. Only the 2025 Application form will be accepted. Previous iterations of the application form will be sent back to the applicant. Late applications will not be considered for funding.

If you have any questions regarding the filling out of this application, or you do not have access to a computer capable of operating Adobe Fillable Forms, please call or email accounting@lionsbay.ca, or call 604-921-9333 ext. 1004 to make alternate arrangements. We will be happy to assist you.

A. APPLICANT INFORMATION. Please note: This information will be used to issue a cheque or payment should your application be successful. Please ensure that the person listed below can act as the Financial Officer or recipient on behalf of your organization or group.

Application Date: YYYY-MM-DD	
Name of Organization/Group:	
Contact Person:	
Telephone or Cell:	
Email:	
BC Society Number if applicable:	
Date of Registration: YYYY-MM-DD	
Number of Members:	

Describe your organization's Mandate and/or Objectives: Max 100 words



B. PROJECT, SERVICES, EVENTS, and PROGRAM INFORMATION

Title of Project:

Amount Cash Portion Requested:

Enter Cash total from page 3

Amount of In-Kind Portion Requested:

Enter In-Kind total from page 3

Project Description and details: Max 250 words

Describe your target population: Max 100 words

How many people do you hope to serve?

Describe your desired outcomes and goals: Max 250 words

List any partners, sponsors, other community group, or individuals involved in your project/event if applicable.

C. BUDGET REQUEST INFORMATION

*Please refer to Fees & Charges Bylaw No. 497, 2016, Amendment 623, 2022, to determine the value of in-kind requests such as hall rentals, staff time, equipment usage, etc.

ITEM CASH:	AMOUNT CASH	*IN KIND ITEM:	AMOUNT IN KIND
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL CASH REQUESTED:	\$	TOTAL IN KIND REQUESTED:	\$

Transfer the TOTALS above onto page 2 of this application.

Please add any additional information that you feel will help support your application.

***Definition of In Kind:** In-kind is a distribution, or the substitution of goods or services in lieu of money. Example 1: 10 chairs would be \$1 x 10 = \$10.00. Example 2: Hall Rental would be based on the schedule of fees attached x the number of days/events.

D. ACCOUNTABILITY

Describe how you will evaluate the effectiveness or success of the project/event: Max 250

E. APPLICANTS FINANCIAL INFORMATION: *If you or your organization was received in the previous year, a final report and financial statements along with receipts and any appropriate documentation must accompany this application if the Municipality has not received a Final Report prior to submission.*

Your group received a municipal grant in 2024 Yes No If yes, Amount: \$

Attach your organizations most recent financial statement if applicable

I have submitted previous years' GIA receipts and financial statement

Provide current fiscal year project budget for your organization

TERMS & CONDITIONS

In signing this application, the signatories are agreeing to the following terms and conditions:

- o In the event that the funds are not used for the purposes for the project/event as described above, or, is not completed or deviates from the proposed application, the financial assistance may be rescinded. Additionally, the applicant may be disqualified from future funding. Therefore, the Municipality will be notified of any fundamental changes to the event or project as intended in the application;
- A Final Report must be submitted at the conclusion of the proposed event, and prior to the next Grant-in-Aide intake deadline; the Final Report must include:
 - a) Receipts for expenditures as it pertains to the grant;
 - b) Financial Statements specific to the grant application;
 - c) Written portion of the grant outlining the proposed activities in relation to the outcomes.
- Approved projects/events, are not by default deemed to be 'Municipal' projects. The applicant does not have the authority to hold itself as an agency of the Municipality in any way or act on its behalf. The only relationship being that the municipality has approved and granted financial assistance to the applicant.

By inserting your name in the 'Signed' field you are certifying to the best of your knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which you represent. If your organization receives a municipal grant, you agree to the conditions set out above or through any other conditions determined by Council.

Signed:			
Name:		Title/Position:	
Phone:		Email:	
Date:			

Please download and save completed form to your device, then attach and send to:
accounting@lionsbay.ca.