



2024 MUNICIPAL GRANT IN AID APPLICATION

For Community Projects, Services, Events, and Programs

Please complete the application form below and return to the Village Office no later than **4:30 P.M. on December 15, 2023**.
You may submit on line by emailing your completed form to accounting@lionsbay.ca, or downloading, filling out by hand and deliver to the Village office in person.

If you have any questions regarding the filling out of this application, please call or email:
accounting@lionsbay.ca, or call 604-921-9333 ext. 1004.

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:

Name of Organization/Group

Contact Person:

Telephone or Cell:

Email:

BC Society Number if applicable:

Date of Registration: dd-mmm-yyyy

Number of Members:

Describe your organization's Mandate and/or Objectives: Max 250 words

B. PROJECT, SERVICES, EVENTS, and PROGRAM INFORMATION

Identifiable Title of Project:

Amount requested of Cash Requested:

Enter total from page 3

Amount of In-Kind Requested:

Enter 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

What community need or issue is your project/event responding to? Max 100 words

Describe any partners, sponsors or individuals involved in your project/event.

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. [Do not enter commas.](#)

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

Insert the totals on 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.

D. ACCOUNTABILITY

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

E. APPLICANTS FINANCIAL INFORMATION

- ☐ Attach your organizations most recent financial statement if applicable
- ☐ Provide current fiscal year project budget for your organization
- ☐ Your group received a municipal grant in 2023 ☐ Yes ☐ No If yes, Amount:

TERMS & CONDITIONS

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

- ☐ In the event that the funds are not used or the project/event, as described above, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be rescinded, and payable forthwith to the Municipality;
- ☐ The Municipality will be notified of any fundamental changes to the event or project as intended in the application;
- ☐ The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event;
- ☐ Council may request the return of any unused funds specifically allocated to this project and awarded through this application;
- ☐ Approved projects/events, are not by nature 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.

We/I, the undersigned, 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 above or through any other conditions determined by Council. (Must be signed by two officers of the organization). Date format dd-mmm-yyyy

Signed					
Name		Title/Position		Date	

Signed					
Name		Title/Position		Date	