



CITY OF CASTLEGAR GRANT APPLICATION FORM

Please submit the completed application and supporting documents to City of Castlegar, 460 Columbia Avenue, Castlegar, BC V1N 1G7; or to castlegar@castlegar.ca

Grant requests will be evaluated in accordance with Council's grant policy directive 3-2. (See attached)

The following groups/activities are not eligible for funding:

- political parties or lobby groups;
- organizations whose service is not available to all segments of the public (for example, organizations based on race, religious preference or national origin);
- organizations, projects and other activities outside Castlegar;
- travel expenses outside Castlegar, or
- grants to individuals.

Should you have any questions or require assistance in completing this form, please contact City Hall at 250.365.7227

A. Organization Information

Name of Organization: _____

Registered Society? Yes If Yes, registration # _____

No If No, please describe organization's Non-Profit status:

Contact Person: _____ Title: _____

Mailing Address: _____

Postal Code: _____ Phone: _____

Email: _____

Date organization formed: _____

Organization's mandate and/or goals/objectives: _____



How will the City of Castlegar funds be used in the Project? _____

Other Secured Contributors and Amounts: (including volunteer labour and in kind sponsorship):

D. Sponsorship Recognition - If applicable, the applicant must acknowledge the support of the City of Castlegar in all print and publicity material related to the project, including during the event.

How will the City of Castlegar be acknowledged for its support? _____

I agree to comply with the following requirements:

1. Any funds awarded will be used solely for the purpose for which the grant was approved, unless written permission is obtained from the City of Castlegar.
2. Funds must be used for the purpose for which they were requested. In the event that the project is not completed, the City of Castlegar reserves the right to request the return of the grant.
3. The City of Castlegar will be acknowledged for their contribution as described in Section D of the Application.
4. The organization **must prepare**, using the form provided, a final report regarding how the monies were spent, including a budget sheet and pictures, if available. Report is to be received by the City on or before **December 1st of the year funds were received** or the organization shall be ineligible for further grant funding for a period of 3 years from the year the grant was received.

I have reviewed this application and accompanying documents, and to the best of my ability confirm that the information contained herein is true and complete in every respect.

Signature of Authorized Representative: _____

Name (print); _____ Title: _____

Date: _____



Please note: *The following application submission deadline for the City of Castlegar Grant Program.*

Application Deadline	Decisions Communicated to Applicant
January 15	April 15
April 15	July 15
July 15	October 15
November 15	January 15 (of the following year)

- *Applicants are encouraged to submit an application well in advance of their project start date.*
- *Grants are subject to the availability of funds in Council's current year's operating budget.*
- *Approval of a grant application in any year does not imply or suggest that approval will be received in subsequent years.*

OFFICE USE ONLY	
Date Application Received	
Date and Grant Amount Approved	
Final Report Received on or before December 1?	Yes No