

## FUNDING REQUEST APPLICATION FORM

Please review the following eligibility requirements below before filling in this form:

- Applying organization is a society, registered charity, community-led group, neighbourhood association, or other entity that is not a business.
- Funds awarding (if any) from this program will not be used to provide grants to any other entity/organization.
- Your organization has recent financial statements that will be attached to this application.
- Your organization has a detailed budget that will be attached to this application.

### IDENTIFICATION OF APPLICANT (ALL FIELDS ARE MANDATORY)

Organization Name:

Mailing Address:

Contact Person:

Telephone:  Email Address:

### APPLICANT INFORMATION (ALL FIELDS ARE MANDATORY)

1. Are you registered under the *Societies Act*?  YES  NO
2. Are you a registered charity?  YES  NO

Society or Charity registration number:

3. Amount of Funding Requested:

**NOTE:** The maximum funding amount that may be granted per application through the Funding Request Program is \$10,000.

4. Did you receive a grant from the City last year?  YES  NO

If YES, please indicate the amount you were awarded:

5. Is your organization currently receiving a Permissive Tax Exemption from the City?  YES  NO

In short, please explain what the requested grant money will be used for (more information will be required throughout application):

**NOTE:** Grants (if awarded) will be provided by cheque in most cases. The address you provide on this form above will be used to mail the cheque.

### **Freedom of Information and Protection of Privacy Statement:**

This collection of personal information is authorized under Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions about the collection or use of this information can be directed to the City of Langford's Corporate Officer at [foi@langford.ca](mailto:foi@langford.ca) 250-478-7882 or 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8

**PROGRAM, PROJECT, OR EVENT DESCRIPTION**

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In this section, please take the time to explain your program, organization, project, or event in detail.

\*6. Please provide a description of the program, organization, project, or event and why a Grant in Aid from the City of Langford is required.

Who is your target audience?

What are the goals and objectives?

What is the anticipated outcome?

Please outline a brief work plan and proposed timeline:

How many attendees/participants from Langford are you expecting?

\*7. Should your application be awarded less than the requested amount, what are the anticipated impacts?

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## **BUDGET INFORMATION**

**Please attach your program, organization, project, or event budget.**

This should include all revenue classified as either secured (you have received confirmation of this funding and can count on it) and speculative (applications submitted such as grants, partnerships, etc. that you have not confirmed at this time).

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8. Are there any special issues or circumstances that are affecting your revenue or expenses this year? If yes, please explain below:

9. Please outline your attempts to secure additional funding from other sources. Please provide details about funding (if any) that has been secured by other governments at any level (local, provincial, federal):

**COMMUNITY INVOLVEMENT AND VALUE**

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10. What environmental and sustainability initiatives/aspects will form/are already part of the event, project, program or organization?

**NOTE:** Information provided in Question 11 will be provided to the public and will not be redacted. Please consider your personal information when supplying an answer.

11. Are you looking for volunteers from the community for your event, project, program or organization?

YES    NO

If yes, where can interested parties contact you for more information or to apply?

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**ORGANIZATION INFORMATION**

Grant in Aid applications should demonstrate the value of your organization, project, or event to the residents of Langford. In this section, please demonstrate the way(s) your organization, project or event will positively impact residents.

\*12. Provide a brief history of community benefit(s) your organization has provided to the residents of Langford:

\*13. What is your organization's role or niche in the community? What makes it different from other similar organizations?

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Before you submit your application, please review the list below to make sure you have everything completed.

Mandatory Items:

- Your current **mailing address is complete** with a postal code.
- You have **read and understand the Freedom of Information and Protection of Privacy Statement** on page 1 of this document.
- You have **attached your organization's most recent financial statements** to this application.
- You have **attached your organization's project, program, or event budget** to this application.
- All fields with an asterisk (\*) are completed.

## QUESTIONS?

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If you have any questions about this form, the application process, or the Grant in Aid program, please contact the City of Langford's finance department in the following ways:

- Send us an email: [fundingrequests@langford.ca](mailto:fundingrequests@langford.ca)
- Call us: 250-478-7882
- Mail: Langford City Hall 2<sup>nd</sup> Floor, 877 Goldstream Avenue V9B 2X8

## HOW TO SUBMIT

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Please submit completed applications by email to [fundingrequests@langford.ca](mailto:fundingrequests@langford.ca) or by mail to the address above. We do not require a printed copy of your application.

If you'd prefer to drop your completed application off in person, please visit Langford City Hall on the 2<sup>nd</sup> Floor of 877 Goldstream Avenue V9B 2X8.

## NEXT STEPS

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After you have submitted, applications will be compiled for presentation at a Community Advisory Committee meeting. The Committee will review your application and forward a recommendation to Council for consideration. The final decision regarding your application will come from Council.

The person you have selected as your contact person on page 1 of this form will be contacted with the timelines including Committee and Council meeting dates. It is recommended that a representative from your organization be available to attend meetings at which your application will be appearing either in person or online through Zoom.