



City of Kelowna – Grant Application Form

Part A: Basic Information

For what type of grant are you applying?

- Emergency Grant
- Grant to Address the Sexual Exploitation of Youth
- Community Social Development Grant
- Category: Establishment Operational Special Project

Project / Program Name & Description: _____

Grant amount applied for? \$ _____ % of project budget _____ %

Has your organization ever received grant funding from the City? Yes / No

If yes, in what year(s) & what type of grant? _____

Office Use Only

Date received: _____ Are all necessary items present?: Yes / No

What is the status of any previously funded project(s):

Part B: About Your Organization

1) Legal Name of Organization: _____

2) Mailing Address: _____

3) Operating at: _____

4) Ph: _____ 5) Fax: _____ 6) Email: _____

7) Contact: _____ 8) Title: _____

9) Society Registration/Charity Number: _____ 10) Year Registered: _____

11) Year Founded: _____ 12) Fiscal Year: from: _____ / _____ to: _____ / _____
(day) (month) (day) (month)



13) List any other areas in which your organization operates: _____

Part C: Your Organization’s Personnel

1) Organization Executive and Staff:

President: _____ Telephone: _____

Secretary/Treasurer: _____ Telephone: _____

2) Do the President or Directors receive remuneration of any kind? Yes / No

3) List the number of paid staff positions:

	Full time	Part-time	Total
This fiscal year			
Last fiscal year			

4) List the volunteers contributing to your organization:

	Number of Volunteers	Annual Volunteer Hours
This fiscal year		
Last fiscal year		

Part D: Your Organization’s Objectives and Services

1) Describe your organization’s objectives and how your services meet them:

2) Describe your client group(s) (e.g. age, sex, language, disability(s), etc.):

3) How does your group co-ordinate with groups providing similar services?



Part E: Your Proposed Program Budget

1) Please list all expenses and sources of project revenue, including “in-kind” contributions from your (or any other) organization.

A. Income	Last Fiscal Year	This Fiscal Year
	(If program was in existence)	(Proposed program budget)
City of Kelowna Grant(s)		
Fees or Membership Dues		
Government Revenue (specify)		
Interest income		
Bingo revenues		
Casino revenues		
Fundraising projects		
Other Revenue (specify)		
TOTAL INCOME		
B. Expenses		
Administration		
Wages/Honouraria/Benefits		
Supplies and Equipment		
Major Capital Costs		
Mortgage/Rent/Utilities		
Fees (licensing, etc.)		
Insurance		
Shipping/Transportation		
Advertising/Printing/etc.		
Other (specify)		
TOTAL EXPENSES		



Part F: Details of Your Organization’s Grant Request

- 1) Attach a brief (maximum 3 page¹) summary including:
 - a) *the need the proposed program will meet;*
 - b) *the population it will serve;*
 - c) *the amount of community support for the program;*
 - d) *agencies providing similar services, and how you intend to co-operate with them;*
 - e) *other sources of funding you are pursuing. If this is an **emergency grant**, a detailed business plan (see footnote 1) for securing more permanent funding will be required;*
 - f) ***how your proposal fits within the social policy framework in the Official Community Plan (OCP)². Refer by number to specific policies in Chapter 17 and/or related OCP policies cross-referenced in section 17.6 at the end of that chapter;***
 - g) *measurable performance targets and target dates for implementation & distribution;*
 - h) *additional information as needed.*

Part G: Your Directors’ Declaration

We, the undersigned, do hereby certify that this application and all appended forms and/or documents contain a full and accurate account of all matters stated:

Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Please submit your completed application to:
City of Kelowna
Planning and Corporate Services
City Hall, 1435 Water Street
Kelowna, B.C., V1Y-1J4
Attention: Theresa Eichler

Grant Applications for Community Social Development and to Address the Sexual Exploitation of Youth Programs must be submitted by the last Friday in February at 3:30 p.m..

KEEP PAGE 5 FOR YOUR RECORDS

¹ For an emergency grant, additional material to show a business plan for securing other funding sources, will be recognized.

² The Official Community Plan is available at City Hall and online at the City of Kelowna web site (www.city.kelowna.bc.ca – click on **Official Community Plan**)



Application Checklist

(Keep this sheet for your records – do not submit with the completed application)

HAVE YOU:

- read and understood the Terms of Reference for the grant program applied for, and the Letter of Agreement all successful applicants are required to sign?
- answered all questions in **Parts A–G** legibly and completely? (check to be certain – where no answer is necessary or applicable, write N/A)
- attached a list of your Board of Directors, including names, titles, phone numbers and/or email addresses?
- attached a copy of the minutes of the Board meeting at which your Executive approved making this application for grant funding?
- attached copies of audited financial statements for the last two fiscal years or, if your group is newer than that, your most recent official financial statements?
- accurately described your organization’s objectives and services?
- disclosed any past grant funding relationship with the City?
- attached a brief (maximum 3 page) summary including
 - the need the proposed program is designed to meet?
 - the population it will serve?
 - the amount of community support for the program?
 - agencies providing similar services & how you will cooperate with them?
 - other sources of funding your organization is pursuing or anticipating? For an **emergency grant**, a detailed business plan, outlining how more permanent funding will be sought, is required.
 - measurable performance targets and target dates for implementation & distribution?
 - how your proposal fits within the social policy framework of the OCP (with number reference to specific policies)?
 - additional information as needed?
- completed the financial worksheet provided?
- had the application signed and dated by at least two of your Directors?
- kept copies of all documents submitted for your records?

If you have done all the above, you are ready to submit your application.

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Late, incomplete, or illegible applications will not be processed