

**Volunteer Development Fund Application Form**



**VOLUNTEER DEVELOPMENT FUND 2006/07**

**APPLICATION FORM**

The Department of Municipal and Community (MACA) recognizes and supports the voluntary sector in their efforts to help build effective and sustainable communities. Voluntary organizations rely on skilled volunteers and staff to manage their organizations. MACA supports building the capacity of the voluntary sector so they may better carry out their valuable work. Your application for financial assistance will be reviewed and assessed on the basis of receiving the following information. Please note, your application must be submitted no later than two weeks before the desired event begins.

**PLEASE COMPLETE THE FOLLOWING:**

1. Name of organization \_\_\_\_\_ Address of Candidate: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Address of Applicant: \_\_\_\_\_  
(if different from above)

Date of the Training Event: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail address \_\_\_\_\_

2. The amount of funding requested from Municipal and Community Affairs to offset costs associated with training is based on cost sharing of 50/50 to a maximum of one thousand five hundred dollars (\$1,500).  
(Eg: Total cost: \$900.00; Organization's Contribution: \$450.00; Grant Request: \$450.00)

Grant Request \$ \_\_\_\_\_ Organization's Contribution: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_  
(Fees and travel only)  
Budget details \_\_\_\_\_  
\_\_\_\_\_

3. Name and describe the project.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4. The anticipated benefits you and your organization will derive. (e.g. develop new skills)

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5. Provide a short report on the project.

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Complete the attached form and fax or mail back to:

**Cory Emsley**  
Youth and Volunteer Programs Advisor  
**Municipal and Community Affairs**  
Government of the NWT  
400, 5201-50<sup>th</sup> Avenue  
Yellowknife, NT X1A 3S9  
Tel: (867) 873-7988 Fax: (867) 920-6467  
E-mail: Cory\_Emsley@gov.nt.ca

**TERMS AND CONDITIONS**

Once an amount of funding has been allocated, it is unavailable to another organization. For this and additional reasons we have the following conditions attached to all contribution allocations.

1. The contribution is awarded to the organization - payment is provided to the organization upon successful completion of the project or training.
2. The applicant must complete the project or the course.
3. Should the intended participant not be able to attend (in the case of training) substitution by the organization is permitted - provided any pre-course work can be completed.
4. Incompletion of the project or training will result in your organization not being eligible for similar funding (through to March 31 of that fiscal year).

Should I receive this contribution, I agree to the terms and conditions above.

\_\_\_\_\_

*participant's signature*

\_\_\_\_\_

*date*

\_\_\_\_\_

*officer of organization's signature*

\_\_\_\_\_

*date*