



# COMMUNITY GRANT PROGRAM APPLICATION FORM

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## PART A – APPLICANT INFORMATION

Organization Name:

Mailing Address:

Not-For-Profit Incorporation number and date of incorporation (if applicable):

Contact Person:

Phone Number:

Fax Number:

Email:

Total Amount Requested:

Total Annual Budget:

Date of Event:  
(if applicable)

Location of Event:  
(if applicable)

Has your organization previously received a Community Grant from the District of Sooke?

If “Yes”, please indicate the years in which grants were received and the amount received.

Grant Year:

Amount:

Have you submitted your Community Grant Program Final Report for your most recent grant?



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## **PART B – PROJECT INFORMATION**

Describe the mandate of your organization and its program(s):

Describe the community project, program, service, activity or event for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding:

Event/Project Description:

Event/Project Purpose:



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PART C – BUDGET TEMPLATE			
Organization:			
Event/Project:			
<b>REVENUES:</b>			
<b>Other Grants Source</b>	<b>Confirmed (\$)</b>	<b>Pending (\$)</b>	<b>Total (\$)</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Admissions/Fees Estimated:</b>	\$	\$	\$
<b>Other Revenues:</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Revenues</b>			<b>\$</b>
<b>EXPENSES:</b>			
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total Expenses</b>			<b>\$</b>
		<b>Net Income</b>	<b>\$</b>
	<b>District of Sooke Community Grant Funding Request</b>		



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### Notes for all Community Grant Applicants:

1. All three pages of the application must be completed electronically for submission. Handwritten applications will not be accepted.
2. Only completed applications will be forwarded to Council for consideration.
3. It is the sole responsibility of the applicant to ensure that all required documentation and information is received at the District office by the grant application deadline (January 15).
4. Please include a copy of your BC Society Certificate (if applicable).
5. Please include your last Financial Statement, if any.
6. Applicants are welcome to include any supporting material that would assist the District of Sooke in assessing your project. Please ensure any documentation provided is photocopier ready!

Applications may be emailed to: [info@sooke.ca](mailto:info@sooke.ca) (attention: Community Grants Review)