



**Corporation of The Town of Amherstburg
Request for Grant to
Community Groups and Organization
(F-52)**

Thank you for applying for a Request for Grant to Community Groups and Organizations!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions in the space provided.

Date:			
Committee or Organization Name:			
Contact Person			
Name			
Phone Number			
Organization			
Address			
Phone Number			
E-mail Address			
Website			
Mission/Vision Statement:			
Board of Directors			
	<i>Name</i>	<i>Phone Number</i>	<i>Email</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Insurance Policy Carrier:	
Town Consultations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Department Consulted:	
Non-Profit/Charitable Status Number	

Project or Proposal

Project Overview: (200 words max)

The project overview should present a concise summary of your project. Include the reason for your project, goals and objectives, who will be involved and the amount of funding requested.

Amount requested:	\$
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Project Description: (500 words max)

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will under take. Market Reach or Attendance. Partnerships or Collaborations.

Amount requested: \$

Desired Outcomes: (200 words max)

This section should also include what will be accomplished and the desired outcomes.

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Goals & Objectives:

Describe the project goals and objective in measurable terms by using the **Timeline and Tasks Completed by Date** requirement. Please see below.

Timeline & Tasks Completed by Date:

Provide a detailed timeline of the major milestones involved in your project using the chart below. An example may be execution or marketing.

Name of Task		Date Completed By	
Task Description			
Name of Task		Date Completed By	
Task Description			
Name of Task		Date Completed By	
Task Description			

Volunteers:

Please describe the number of volunteers and volunteer hours that will be used for your project. How will you recruit and train them for the task?

(150 words max)

Other Information:

Include any other useful information about your project. This could include reference letters, website pages, photos, etc.

(200 words max)

Once you have completed the application and post report please **email, mail or fax** your responses to:

Municipal Clerk
271 Sandwich Street South
Amherstburg, ON
N9V 2A5
Telephone: 519-736-0012 ext. 2238
Fax: 519-736-5403
Email: clerk@amherstburg.ca

Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge.

I agree to complete an "Annual Report" and disclose all relevant information to the Town.

The committee takes full responsibility for the actions of all members and volunteers associated with the committee.

Name:

Signature _____ Date: _____

Witness

Name:

Signature; _____ Date: _____

Incomplete applications will not be considered.

Have the actions of the committee reflected the committee's initial purpose? Explain: (150 words or less)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the committee plan on running the event again?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the committee plan on seeking funding from this grant again?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Volunteers:

Please describe the number of volunteers and volunteer hours that was used for your project. How will you recruit them again? **(150 words max)**

Budget:

List any known or anticipated new sources of funding:

Financial position for most current fiscal year ending.

Annual Revenue:	\$
Less: Annual Costs:	\$
Equals: Financial position at year end:	\$
Forecasted Budget for next year:	\$

Other Information:

Include any other useful information about your project. This could include reference letters, website pages, photos of project or proposal, partnerships etc. **(200 words max)**

Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge.

I agree to complete an "Annual Report" and disclose all relevant information to the Town.

The committee takes full responsibility for the actions of all members and volunteers associated with the committee.

Name:

Signature; _____ Date: _____

Witness

Name:

Signature; _____ Date: _____