



City of Fernie Grant Application

Deadline for Receipt of Applications is October 30, 2015

Type of Grant Applying For (*Check the applicable box below*):

See attached guidelines for the different types of grants offered by the City of Fernie. Ensure that you are applying under the correct grant category for your program or project. Please **do not** apply under more than one category for the same program or project. For further information on the specific grant programs, please contact Carla Fox, Director of Financial and Computer Services. Phone (250) 423-2223
 Email: carla.fox@fernie.ca

- Core Operating
 Economic Dev & Tourism
 Athletic/Educational/Community Group

General Information....

The contents of this application are considered public information and may be released upon request.

Legal Name of Organization:

Mailing Address:

Postal Code:

Phone:

Fax:

E-mail:

Contact Person:

Position:

Society Registration # (if applicable):

Provincial/National Sports Governing Body (if applicable)

Fiscal year for Grant:

Total Grant Requested for Fiscal Year:

Total Budget for Fiscal Year:

Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the above named organization to make this declaration and to submit this application on behalf of the organization.

Signature _____ Position _____ Date _____

I hereby declare that if our organization is successful at obtaining a City of Fernie grant that we give the City of Fernie (or a third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature _____ Position _____ Date _____

Return to: City of Fernie, Grants Committee, City Hall, 501 3rd Ave, PO Box 190, Fernie, BC V0B 1M0

APPLICATION DEADLINE IS OCTOBER 30, 2015



Grant Application Form

General Grant Information

1. Describe the operation and history of your organization:

2. Describe the specific activity or project to which the Grant funding would be applied:

3. Identify the need for this activity or project and discuss how that need was identified/determined:

****Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.****



Grant Application Form

General Grant Information

4. How does your organization plan to meet the identified need:

5. How will potential clients be informed of your activity or project and how will they access your services:

6. What are the expected outcomes of your activity or project:

7. List any relevant project/program statistics including a listing of the number of clients served in the past two years and the number expected to be served during the duration of this grant:

****Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.****



Grant Application Form

General Grant Information

8. Describe how results of the project are to be measured or evaluated, including any evaluation or measurement results from past years:

9. Identify any like or similar projects offered in the City; and if so a description of the uniqueness of your specific project:

10. List any organizations with whom you collaborate or partner in order to provide client services:

11. List other funding sources.

****Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.****



Grant Application Form

Financial Information:

The following documents must be attached to this application:

- a) Budget for the entire organization including both revenues/expenditures and any in-kind support or expenditure;
- b) Itemized list of all revenues/expenditures relating to the amount of the grant being applied for;
- c) Financial statements from your most recent fiscal year end and
- d) Copy of your most recent month-end financial statements.

1. Provide rationale for any surpluses identified in attached financial statements (e.g. is surplus restricted and if so for what purpose?):

2. Outline your contingency plan if this grant application is not approved:

****Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.****