

Community Grant Application

To make a request for donation from the Town of Portugal Cove – St. Philip's please review the information provided, complete the forms and return them to the address provided.

- All requests for donations **must be submitted in writing** and will be judged on their own merit, but the following will apply when making considerations.
- Application requests **must** be submitted by an official representative of a/an organization, such as: leaders/board members, coach, team manager, etc.
 - Application from a parent/guardian **will not** be considered.
- An amount, determined annually during budget preparation, will be set aside for causes that will benefit the community and its residents.
- Donations requests from federal or provincial registered charities are **ineligible**.
- Applications can be submitted **once per year** (school organizations applications will be accepted from September - June).
- Funding **will not** be provided in use of Town Facilities (ie. Recreation Centre, Softball or Soccer Fields, etc.)
- Community activities that are organized by groups within the Town will be supported when possible, with special consideration given to events that are organized for families and youth. Donations may be at Council's discretion in the form of a monetary donation ranging from \$25 to \$100 maximum
- \$500 of the budgeted amount will be set aside annually to be used at Council's discretion for donations for educational and/or library purposes in the Town.
- Funds will be allocated for individuals or 'special' interest groups established for the purpose of fundraising for health, medical, emergencies and/or disasters. Where deemed eligible under this clause the amount per occurrence will not exceed \$1,000.
- International students, exchange students, and those on temporary study visas are **not eligible** to apply.
- When money is requested for travel purposes, preference will be given to individuals or teams who have won or earned the right to represent their community, region, province or country based on the following scales.
 - **Invitational tournaments/travel will be at discretion of council.**

Individuals:

Individuals must be residents of the Town and donations will be given for each individual to a maximum of two individual members of a non-town team. Individual donations are as follows:

- \$50.00 for a local, community or regional event
- \$75.00 for a provincial event
- \$100.00 for a national/international event

Teams:

Teams must be representatives of the Town and be recognized as a Town based team with a majority of its members being residents of the town. Team donations are as follows:

- \$150 for a local, community or regional event
- \$200 for a provincial event
- \$250 for a national/international event

******participants must be listed under the description section******



COMMUNITY GRANT APPLICATION FORM

Team Request Individual Request

CONTACT INFORMATION (for payment) *Team & Individual

Name of Individual/team/ Organization
Contact Person Title
Address
City/Town Postal Code
Telephone (home) (work) (cell)
Email Fax

APPLICANT INFORMATION (PLAYERS / MEMBERS) See Grant Application Guidelines - remaining names list in description

1. Name Title Date (yyyy-mm-dd)
Address City/Prov. Postal Code
Signature
2. Name Title Date (yyyy-mm-dd)
Address City/Prov. Postal Code
Signature

DESCRIPTION (Please include purpose of funding and team / individual information.)

[Multiple horizontal lines for text entry]

GRANT DETAILS

Amount

Financial request from the Town \$ _____

Purpose

- Team Travel *(please indicate destination)*
 Regional
 Provincial
 National
 International
- Registration
- Sponsorship
- Charity
- Personal Donation

FUNDING SOURCES

1. Has your group / organization formally requested funding from any other source for the forthcoming year? Yes No
2. Has your group / organization been successful in obtaining funding from these sources? Yes No

Source	Description	Name	Amount Requested	Pending
Federal Government	Department		\$	
	Department		\$	
	Crown Agency		\$	
Provincial Government	Department		\$	
	Department		\$	
	Crown Agency		\$	
Other: Private Sector, Organization, Club, Etc	Company Name		\$	
	Company Name		\$	

TOTAL \$ _____

FOR OFFICE USE ONLY

Motion #

Council Meeting Date (yyyy-mm-dd)

Department

- Recreation
 Admin/Fin.
 Public Works
 Plan./Dev.

Budget

Account #

PLEASE ENSURE YOU HAVE COMPLETED ALL SECTIONS AND ENCLOSED ALL REQUESTED DOCUMENTATION.
INCOMPLETE APPLICATIONS WILL BE CONSIDERED INELIGIBLE.

Completed applications may be submitted to nicole.clark@pcsp.ca For further information call 895-8000