

Request for Funds



PRESENTED TO: Council

P.O. Box 1260, Banff, Alberta T1L 1A1

www.banff.ca

1. Identification of Applicant

Organization Name: _____

Have you previously applied for funds from the Town of Banff? Yes No
If so, when? _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Contact Name: _____

Type of Organization:

Registered not-for profit society Business, industry or professional assoc.

Community association Other: (please specify) _____

Charitable organization

How long has your organization existed?

What is your organizations mandate?

2. Please attach a history and objectives of the organization.

3. Funding Information

a. Amount of funding requested: \$_____.

b. Funding request is for: (check applicable)

Operating Assistance

Project

Programs and Services

Event(s)

Capital Costs

c. Describe how the funds would be used indicating the goal and expected outcomes? (please be as specific as possible)

- d. How does the use of these funds fit with your organizational mandate?

- e. How has the need for this service/project been determined?

- f. Describe how the use of these funds would benefit the residents of the Town of Banff: (specify the target audience)

- g. Describe how this funding request relates to Council priorities for 2010, Banff Community Plan and/or the FCSS Community Assessment.

- h. Please describe the impact to your organization if funding is not received.

- i. List other funders that have been contacted and funds received.

- j. Name other organizations that you are collaborating with to ensure the success of your project/program.

- k. Describe how you will work with the above organizations.

- l. How will you measure and evaluate the benefit of your project/program?
Describe in detail:

Financial Overview of Organization

Please download and complete the Budget Report form (posted on the web with this application form.) Save a copy of the Budget Report form to your personal computer.

Conditions and Signatures

Name of Organization:

Conditions

1. In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.
2. If there are any changes in the funding of the project from that contemplated in the application the municipality will be notified of such changes through the designated Town of Banff liaison.
3. The Organization will make or continue to make attempts to secure funding from other sources indicated in this application.
4. The Organization will keep proper books of accounts of all receipts and expenditures relating to the project or program and provide a yearly report of how the funds were spent, program delivery and outcomes.
5. The Organization will make available for inspection by the municipality or its auditors all records and books or accounts of the Organization upon request from the municipality. An audited statement may be required.
6. If the project or program proposed in the Organization's application is not commenced, or not completed, and there remain municipal funds on hand; or the project or program is completed without requiring full use of the municipal funds; or Council directs that the funds be returned; such funds will be returned to the municipality through the Director of Finance.
7. The project or program may not be represented as a municipal project or program, and the Organization does not have the authority to hold itself out as an agency of the municipality in any way, the only relationship being that the municipality has approved and granted financial assistance to the Organization.

We certify that to the best of our knowledge the information provided in this municipal funding request is accurate and complete and is endorsed by the organization we represent. If our organization receives municipal funds we agree to the conditions set out above and to any other conditions approved by Council. (Signature of Executive Director and Board Chairperson or Signing Officer for the Board)

Name

Date

Please provide:

- a) A fully completed application
- b) Financials for most recently completed fiscal year
- c) Annual report **OR** We do not generate an annual report