



APPLICATION FORM

ONE-TIME FUNDING OPPORTUNITIES GRANT

This program is available to non-profit organizations or registered charities that are planning to offer extraordinary operational events and initiatives that benefit the Town of Wolfville and its residents.

Please complete this form and forward via email to: recreation@wolfville.ca

Or by mail to:

Department of Parks & Recreation
Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1

Phone: (902) 542-3019

1) ORGANIZATION INFORMATION

Name of Organization: _____
Contact Person: _____
Mailing Address/PO Box: _____
City: _____ Postal Code: _____
E-mail Address: _____
Telephone: (Work) _____ (Home) _____

Is your organization a registered charity? Yes No

If yes, what is your CRA Charitable Status Registration Number: _____

Is your organization a registered non-profit organization? Yes No

If yes, please provide:

Joint Stocks Registration Number: _____

Canada Revenue Agency Business Number: _____



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2) **FUNDING REQUEST CALCULATION**

Funding Level and Limitations

- Town of Wolfville funding should not exceed 50% of the total project cost
- For requests less than \$2000, please apply to the Community Partnership Program
- Only one application per organization may be submitted per year
- Only one application per organization may be approved every four years

Request Calculation

- Total Project Cost \$ _____
- Request to Town of Wolfville \$ _____

3) **REQUIRED INFORMATION**

You **MUST** include as attachments to this form:

__ Detailed Description of the program/event/service being proposed, including:

__ Outline of programming

__ Benefits to the Wolfville community

__ Indication of alignment with Council's Strategic Plan

__ Project timeline

__ Expected number of participants/attendees

__ Budget for the project

__ Confirmation of partner funding (if applicable)

__ Year-End Financial Statement from the previous year (or business plan)

__ Final Report Forms from any previous funding received from the Town (if applicable)

Successful applicants must provide a Final Report in the prescribed form. Final Report Forms will be included with awarding letters.

4) **GRANT APPROVAL**

If minimum criteria have been met, staff will complete an Evaluation Checklist and prepare a Request for Decision of Council. Grant funding is subject to Council's approval. Partial approvals may be granted for less than the amount requested.

5) **CERTIFICATION**

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

Name

Title

Signature

Date
