



TOWN OF HANNA
COMMUNITY SERVICES BOARD GRANT
Application guidelines

Purpose of the grant:

To provide financial assistance to non-profit organizations for the provision of programs, special events or activities which enhance the recreational and cultural opportunities in the community of Hanna.

Funding available:

A maximum of \$3,000 is available to Hanna community groups, organizations and projects for the annual application process.

Applicants must be a non-profit organization.

1. Youth groups shall be given priority over adult groups.
2. New programming will have priority over continuous programming. Grant should not be considered a continuous source of funding.
3. Grant shall be based on financial need. Groups will be given an opportunity to make a formal presentation to the Board to justify need.
4. The number of grants and length of time since a previous grant may be a factor considered by the Board when deciding grants.
5. Special event or project funding shall receive priority over ongoing programs.
6. Events or programs that have Provincial/Regional significance will be given preference over local or ongoing events.
7. Applications that benefit the Community of Hanna as a whole.
8. Teams or larger numbers of participants shall be given preference over grants that will benefit individuals or smaller groups.
9. The number of participants that will benefit from a grant may be a factor.
10. Capital expenses will be considered before operating expenses.
11. If other grants or funding is available for the same project, preference will be given to groups that cannot qualify for other grants or funding.

Supportive information:

1. All applications should be typed or printed.
2. The financial statement must be dated within 12 months of when the submitted application is received by Community Services. The statement is to include statement of revenue expenditure and bank balance. The statement of revenues and expenditures must be categorized to show where revenue was made, and expenses were incurred.
3. Application forms must be fully completed and returned to the Community Services office (302-2nd Avenue West) by the deadline date.
4. Organization will be given the opportunity to make a formal presentation to the Community Services Board.
5. Organization will be informed in writing whether their application is successful.



TOWN OF HANNA
COMMUNITY SERVICES BOARD GRANT
Application Form

DEADLINE: September 30 at 12 Noon (Annually)

Name of Club or Organization _____

Contact Person _____

Telephone (Work) _____ (Home) _____

Mailing Address _____

Date of Application _____ 2 _____

Amount of funding requested in application _____

All applications must contain the following information:
(Please check as you attach copies for processing purposes)

- _____ Financial statement
- _____ Statement of membership fee (if applicable)
- _____ Statement of number of current members
- _____ Statement of programs and activities in previous years
- _____ Budget estimate for upcoming year
- _____ Statement of programs and activities planned for the upcoming year
- _____ Purpose of the grant money
- _____ By-laws (purpose of organization)

I have examined the application and to the best of my knowledge and understanding, it contains a full account of all matters stated herein:

Signature: _____ Date: _____
(Club / Organization Representative)

(Please print name)