



Recreation Funding Committee
Schedule "D"



Recreation Grant Application Form

Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.

1.0 Recreation Grant Applicant Information

1.1 Organization Name:

1.2 Mailing Address:

1.3 Primary Contact Person Information:

Name: _____ Position: _____

Phone: _____ E-Mail: _____

1.4 Other Contact Person Information:

Name: _____ Position: _____

Phone: _____ E-Mail: _____

1.5 Describe your organization and its purpose:



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Project Insert

ONLY include one project/program/event on each insert.
Repeat as required.

2.0 Project/Program Overview

2.1 Project/Program/Event Title:

2.2 Provide a brief summary of the project/program:

2.3 Provide a statement of need for your project/program:

Target Audience (age): _____ Anticipated # of Users: _____

Location of Program/Project: _____

Project Start Date: _____ Project End Date: _____

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

2.6 Amount Requested: _____

2.7 Has your organization requested additional funding from other sources: Yes No

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ _____

*Include this amount in your project budget income.

3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6): \$ _____ \$ _____

Other Income): \$ _____ \$ _____

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

Total: \$ _____ Total: \$ _____



Recreation Funding Committee Schedule "D"



4.0 Current Financial Statements

4.1 _____ agrees the attached financial statements are true,
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☐ Most recent, full year financial statements approved/signed by your executive body (mandatory)
- ☐ 2023- 2024 unapproved financial statements ending March 1, 2024 (mandatory)
- ☐ Other (if applicable) _____

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds

5.0 Application Agreement

5.1 _____ agrees that the information in this document is true and
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☐ Recreation Grant Applicant Information - Page 1 (mandatory)
- ☐ Project Insert - Page 2 (mandatory) _____
- ☐ Project Insert - Page 2 (if applicable) _____
- ☐ Project Insert - Page 2 (if applicable) _____
- ☐ Current Financial Statements - Page 3 (mandatory)
- ☐ Quotes attached (if applicable)
- ☐ Letters of Support (optional)

5.3 Signature:

Signature/Position Date (mm/dd/yyyy)

Signature/Position Date (mm/dd/yyyy)

*All sections of the application must be completed, or the application will not move forward.