

# City of



# Orillia

ORILLIA CITY CENTRE  
50 ANDREW STREET SOUTH  
ORILLIA, ONTARIO  
L3V 7T5

TELEPHONE  
(705) 325-2144  
FACSIMILE  
(705) 325-5178

## APPLICATION FOR GRANT - INSTRUCTIONS

### PLEASE READ ENTIRE APPLICATION AND INSTRUCTIONS

- 1) Form must be returned to the Grants Committee, care of the City Clerk, by one of the following dates: Feb 15, May 15, or Oct 15.
- 2) Organizations must show that they are:
  - a) Registered Charity or Non-Profit Organization.
  - b) Involved directly with volunteers and their efforts.
  - c) Contribute to the enrichment of community life in the City of Orillia.
- 3) Organizations may be required to meet with City Council or Grants Committee to explain their application in greater detail.
- 4) Grants will be approved and funds will be issued only after receipt of all necessary materials requested with this application form.
- 5) A follow-up report of how the funds were used and the success of the project may be a stipulation of the approved grant.
- 6) Only one grant per year will be approved. This includes subsidized City Fees and Facility Charges.
- 7) Grants are not automatically renewed each year.
- 8) Applications, exclusive of the attachments, are copied on the public Council agenda.
- 9) Further information and/or clarification may be required.

City of



Orillia

ORILLIA CITY CENTRE  
50 ANDREW STREET SOUTH  
ORILLIA, ONTARIO  
L3V 7T5

TELEPHONE  
(705) 325-2144  
FACSIMILE  
(705) 325-5178

**APPLICATION FOR GRANT**

- ATTACH:**
- a) Previous year's complete set of Financial Statements - i.e. Statement of Financial Position, Statement of Revenue & Expenditures, and explanations regarding any significant surplus or deficit.
  - b) Proposed budget for the next operating year - i.e. balance forwarded from previous year, revenues & expenditures, and any other relevant financial materials.
  - c) List of Executive Officers including names, addresses, and telephone numbers. Please include a copy of the organization's minutes from the last annual general meeting.
  - d) Any other relevant data - limited to five pages maximum.

*Grant Request Amount* \$ \_\_\_\_\_

**PART A - Organization Name & Address Information**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**PART B - Organization General Information**

Number of Members \_\_\_\_\_ Out of Town Residents \_\_\_\_\_ Membership Fee If Applicable \_\_\_\_\_

Geographic Area Served \_\_\_\_\_ Date Formed \_\_\_\_\_

Outline the mission, purpose and objectives of your organization.  
\_\_\_\_\_  
\_\_\_\_\_

***Your Organization's Efforts Within the City of Orillia are Appreciated***

Type of Organization (i.e. Registered Charity, Non-Profit Organization, no status, etc.) and registration number if applicable.

Other Sources of Revenue (Include amounts that have been received or that are anticipated - other grants, private funding, etc.)

Purpose for which the current grant, if approved, would be used. Give complete details - i.e. Project or Event Description, Time Frame, Community Benefits)

Do you currently receive other grants or subsidies from the City? (Facility subsidization, photocopying, secretarial, etc.)

Previous Grants From the City?

Amount Requested \$ \_\_\_\_\_ Year of Request \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_ Year of Approval \_\_\_\_\_

**PART C - Signature of Authorized Official(s)**

\_\_\_\_\_  
Name & Position Date \_\_\_\_\_

\_\_\_\_\_  
Name & Position Date \_\_\_\_\_

***For Office Use Only***

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**Note:**

Personal information contained on this form is collected under the authority of the Municipal Act R.S.O. 1990, c.45, as amended and will be used to determine eligibility for grants. Questions about this collection process should be directed to: The Deputy City Treasurer, City of Orillia, 50 Andrew Street South, Orillia, Ontario, L3V 7T5 - (705) 325-2144.

H: / Grants / GAPP.XLS

***Your Organization's Efforts Within the City of Orillia are Appreciated***