

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.

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APPLICATION FOR GRANT

Please attach the following:

- a) Financial Statement from previous year (Balance Sheet, Income Statement, and explanation regarding any significant surplus or deficit.)
- b) Budget for the next operating year (Balance forwarded from previous year, revenues & expenditures)
- c) List of Executive Officers including names, addresses, and telephone numbers.
- d) Minutes from the last annual general meeting.
- e) (Optional) Other explanatory information - 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)

_____ Date _____
 Name & Position

_____ Date _____
 Name & Position

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

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