

### General Statement of Policy:

The Council of the Town of Saint Andrews recognizes the importance of individuals, groups and organizations that contribute to the overall well being of the Town. We will consider grant applications from individuals, groups and organizations requiring funds under two categories.

a.) Assistance Grants for projects which create an economic benefit for the community.

OR

b.) Civic Promotions for projects which support community projects with build community involvement and/or pride.

### **Application Procedure for either category**

I. For request more than \$500;

- (a) Grant requests must be in writing using the Town's designated form and must be received in the Town Office no later than October 1<sup>st</sup> of the year before which the grant is requested.
- (b) Each and every organization placing a request, shall submit a financial statement for their latest completed fiscal year with application.
- (c) If their latest fiscal year ended more than one month prior to the October 1<sup>st</sup> deadline then a statement of all assets and liabilities shall accompany the application and most recent audited financial statement.
- (d) Each application shall contain an outline of the anticipated budget for the next year and the purposes for which the grant/donation will be used.
- (e) Council may request a presentation by the applicant to support the request.

II. For request \$500 or less;

- (a) Grant requests must be in writing using the Town's designated form and must be received in the Town Office 60 days before which the grant is needed.

- (b) If the applicant is an individual, the application must be accompanied by supporting documentation for your request (For example, if you're looking for funding to attend a conference, literature on the conference would be appropriate).
- (c) Council may request a presentation by the applicant to support the request

## GRANT APPLICATION FORM

Date: \_\_\_\_\_

1. **Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone number:** \_\_\_\_\_

2. **Contact person:** \_\_\_\_\_

**Position in Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone numbers:** \_\_\_\_\_ (work) \_\_\_\_\_ (home)

**Organization Chairperson:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone numbers:** \_\_\_\_\_ (work) \_\_\_\_\_ (home)

3. **Objectives & Purpose of the Organization:**

4. **Organization description (include area served, number of people involved, location of programs and volunteer involvement):**

5. For request in excess of \$500, please attach a copy of the current year's audited financial statement.

6. Grant category ( Please check)  
\_\_\_\_\_Assistance Grant      \_\_\_\_\_Civic Promotion Grant

7. Grant/donation requested from the Town of St Andrews: \$\_\_\_\_\_

8. Outline the purpose for which the grant/donation is being requested:

9. Have you contacted any other government department, agency or association for assistance?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Name: \_\_\_\_\_

Result of request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Within 30 days of the completion of the project, the applicant agrees to forward a summary of the event outlining its overall success and if a recurring project, future expectations.

Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(print or type)

**Signature of organization Chairperson (if different from above):**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

- Note:** (1) Funds must provide benefits for the citizens of the Town of St Andrews.  
(2) Deadline for application is October 1<sup>st</sup> of the year before the funding is required (requests over \$500) or 60 days prior to when you need them (requests \$500 and under).