



**VILLAGE OF TELKWA  
GRANT-IN-AID  
APPLICATION FORM**

Submit Applications to: Village of Telkwa  
P.O. Box 220  
Telkwa, B.C., V0J 2X0  
Attention: Director of Finance  
or: email to [finance2@telkwa.com](mailto:finance2@telkwa.com)  
or: deliver to the Village office at 1704 Riverside Street

Submission deadline: June 30, 2011

**GUIDELINES**

**PROGRAMS/ACTIVITIES/EVENTS MUST:**

- Promote good will and be of benefit to the community and its residents
- Encourage volunteerism
- Be sponsored by a local not-for-profit organization
- Be sensitive to the needs of the community and implement self-help programs accordingly
- Promote recreational, cultural and social understanding
- Be inclusive of all genders and ages
- Encourage environmental awareness
- Be well publicized in the community

**PROGRAMS/ACTIVITIES/EVENTS MUST NOT:**

- Offer direct or indirect financial assistance to individuals or families
- Duplicate services falling within the mandate of senior or local government agencies, unless an established need has been identified by Village Council
- Benefit any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

**PREFERENCE MAY BE GIVEN TO APPLICATIONS THAT:**

- Are NOT annual (year to year) programs/activities/events
- Partner with other service providers in the community
- Request seed money/sponsorship to initiate a program/activity/event

Receipients of Grants-In-Aid should be aware that funding is not automatically guaranteed in subsequent years. Grants are intended to provide a means for the Village to encourage and support local ventures, not to provide core or sustainable funding for a business venture or substantial funding for any significant undertaking.

Grant recipients must acknowledge the Village of Telkwa as a sponsor of the program, activity, or event in all advertising and promotional materials.

Receipients of grants must agree to provide the Village with an accounting of how funds were used, within 90 days of the completion of the program/activity/event.

***Note: The process for approving Grants-In-Aid may take 90 days to complete  
Only Approved Applications Will Be Notified***

**VILLAGE OF TELKWA GRANT-IN-AID APPLICATION FORM**

**A BUDGET AND FINANCIAL STATEMENT MUST ACCOMPANY THIS APPLICATION. INDIVIDUALS ARE NOT ELIGIBLE FOR ANY FUNDING FROM THE VILLAGE.**

Please complete all the blank spaces and give as much detail as possible. This will assist Village Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions or if there is not adequate space in this application, please include an attachment page(s). If you have questions, please contact the Director or Finance at 250-846-5212 or email to [finance2@telkwa.com](mailto:finance2@telkwa.com).

Name of Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

Purpose or Function of Organization: \_\_\_\_\_

Amount of Grant Requested: \$ \_\_\_\_\_

Brief description of the proposed use of the Grant: \_\_\_\_\_

Describe if this is a new project/event/service, or did it or something similar exist previously:

**Provide proof of registration as a Society or a letter of support from an Umbrella Organization or a related Organization or from other Supporting Agencies or Group.**

List other agencies/organizations whose financial or in kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request

If your agency is applying for a matching grant from another government or organization, or from other sources, is the grant from the other organization contingent upon receipt of the Village of Telkwa Grant?  
 Yes: \_\_\_\_\_ No: \_\_\_\_\_

**GRANT-IN-AID APPLICATION DETAILS**

1. Is your application for a grant (please check one)
- A seed grant
  - A special grant
  - A special capital expenditure
  - Transfer of funds to another organization
  - Other

If other, please describe: \_\_\_\_\_  
 \_\_\_\_\_

2. How does your proposed program/activity/event benefit the citizens of Telkwa and promote cultural, recreational, social, seniors, children, family, and other services in the community?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Is a budget for the program/activity/event attached to this application: Yes\_\_\_\_ No\_\_\_\_  
 If no, explain why:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Is this your organization's first grant-in-aid application to the Village of Telkwa:  
 Yes\_\_\_\_ No\_\_\_\_

If no, list previous applications:

Date of previous application	Proposed activity/event/program	Was grant approved?	
		Yes	No

5. How many persons has your organization served over the past year? \_\_\_\_\_
6. How long has your organization been in existence in the Community? \_\_\_\_\_
7. Is your organization voluntary and non-profit? \_\_\_\_\_
8. What is your main source of income? \_\_\_\_\_

9. Does your organization receive any benefit from property tax or other exemptions or subsidies provided by the Village? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, describe the benefits and how long you have been receiving them:

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10. How many volunteers do you currently have? \_\_\_\_\_

11. Estimate the number of unpaid volunteer hours worked in the past year:\_\_\_\_\_

12. Is there any other information not contained in this application that you want to add in support of your request for a Grant-In-Aid?

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13. When do you want to receive the grant in order to finalize your project?\_\_\_\_\_

I confirm that the information included in this application is true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

PLEASE ENSURE ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THE APPLICATION FORM AND SUPPORTING DOCUMENTS MUST BE RECEIVED IN THE VILLAGE OFFICE NO LATER THAN JUNE 30, 2011.