

Additional documentation. Please attach the following supportive documentation:

- Budget for the year in which the grant is applicable, outlining sources of revenue and expected expenditures.
- If funding was received from the United Counties of Leeds & Grenville in the previous year - a final financial statement for that years' event.
- Letter of incorporation, and outline of the mandate of the organization.
- Slate of officers, including name, address, telephone and position held.
- Other documentation deemed to be of importance
 - _____
 - _____
 - _____
 - _____

Signed on behalf of the organization by authorized officers:

Signature	Position	Date
Signature	Position	Date

The United Counties of Leeds & Grenville's policy regarding grant requests for financial assistance is as follows:

- Requests will be considered based on the following criteria:
 - Providing start-up (seed) funds for worthwhile organizations which provide a benefit or service to the United Counties of Leeds & Grenville's citizens, promote civic, cultural, and sports organizations or events.
 - Requests for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the County.
 - Request for financial assistance for urgent and pressing events and natural disasters, i.e. fire, flood, earthquake, etc. will be considered on their individual merit.
 - The organization must demonstrate that it is presently exploring, or has fully explored, potential funding from other sources, from other levels of government, the private sector, memberships, donations and fund raising activities.
- Organizations seeking assistance must be incorporated or in the process of applying for incorporation as a non-profit organization and/or is a registered charity.
- Organizations must demonstrate that they are seeking alternative sources of revenue on an on-going basis to achieve self-sufficiency.
- Grant applications must be submitted prior to December 1 to be included in the following years' budget.
- Grant applications must be accompanied with a budget for the year in which the grant is applicable, outlining all other sources of revenue, and expected expenditures.
- Any eligible organization may submit only one (1) application per year.
- Funds requested are to be utilized to create new programs or projects within the boundaries and jurisdiction of the United Counties of Leeds & Grenville.

**The United Counties of Leeds & Grenville
Grant Request For Financial Assistance**

CS-1002

Budget

Year _____

Organization Requesting Assistance: _____

Bank Balance From Previous Years' Events \$ _____ (a)

Revenue

- Support from parent organizations \$ _____
- Provincial grant subsidies \$ _____
- Federal grant subsidies \$ _____
- Assistance from other municipalities \$ _____
- Membership dues \$ _____
- Fees or admission charges \$ _____
- Donations from public campaigns \$ _____
- Donations from service clubs \$ _____
- Other _____ \$ _____
- Amount requested from United Counties of Leeds & Grenville \$ _____

Total Budgeted Revenue \$ _____ (b)

Expenses

- Specify _____ \$ _____
- Specify _____ \$ _____
- Specify _____ \$ _____
- Specify _____ \$ _____
- Specify _____ \$ _____
- Specify _____ \$ _____
- Specify _____ \$ _____

Total Budgeted Expenditures \$ _____ (c)

Anticipated Surplus / (Deficit) = a + b - c = \$ _____

Staff: Number of paid staff _____

Number of volunteers _____

Date: _____