

# Application Form for Funding

## Rural Community of Campobello Island

and

## Campobello Island Recreation and Community Services Committee



Project title: \_\_\_\_\_

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Approved for Funding:

Yes

No

Signature:

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

The Rural Community of Campobello Island and Campobello Island Recreation Committee Funding and Support checklist:

This checklist is designed to help you go through the process of filling out your application properly so it will not be delayed.

- Have you received previous funding from the RCCI or Recreation Committee? Yes/No \_\_\_\_\_
- Was it within the last year? Yes/No \_\_\_\_\_
- Have you returned all your receipts and leftover money? Yes/No \_\_\_\_\_

**Note: Your application will not be considered until all of these are submitted, and the committee has had a chance to review all submitted receipts.**

- Have you filled out all the spaces on the application? Yes/No \_\_\_\_\_

If not, you should. Your application could be denied or delayed due to lack of information.

**Note: We would like you to attend the regular Recreation Committee meeting so you can pitch your idea for funding and answer any questions we may have.**

- Are you filling your application in the appropriate time frame? Yes/No \_\_\_\_\_

The Recreation Committee meets every 2<sup>nd</sup> week of the month so the application MUST be in prior to this. We submit the application to The Rural Council for their approval. They meet on the last Monday of every month.

**Note: Due to unforeseen issues (i.e.: storms, sickness, emergencies, etc.) the meetings could be delayed which would cost you the funding you are interested in obtaining. So, apply early because we do not reimburse funds after the events are held.**

The Recreation Committee and Rural Council would like to see your input into the project when we review the application. (i.e.: volunteer time, efforts for fundraising donations and money raised) for this project, program, or event.

**Note: Your application will not be denied if you do not have these things present but it does help. When applying for funding for uniforms, 50% of the costs must be raised or donated before your application will be considered. We do not as a rule fund for T-shirts, gas for travel, trophies, or awards.**

Thank you for your interest in applying for funding from the Recreation Committee.

*The Future belongs to those who believe in the beauty of their dreams, Eleanor Roosevelt.*

## Step 1: Application Information

Organization/Individual Name	
Mandate or description of your group	
Primary Contact	
Address	
Email Phone	
Other contacts	

Has your group/organization received funding in the past from the Recreation Committee or the RCCI?

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If yes, please provide Information: \_\_\_\_\_

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Date:

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Amount of funding:

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Brief description of event or program:

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Results:

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Were all receipts submitted?

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If not, why?

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## 2. Project Information

Project title: \_\_\_\_\_

Requested from:

RCCI \_\_\_\_\_ Recreation Committee \_\_\_\_\_ Letter of Support only \_\_\_\_\_

Funding Requested: \_\_\_\_\_

Description of project or Event: \_\_\_\_\_

Who will benefit from this project? (i.e.: youth, adults, seniors, disabled etc.)

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How will the money be spent?

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How much money have you raised? \_\_\_\_\_

How did you raise the money?

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Donations for the project

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Volunteer time needed for this project

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Project timeline: \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

## Conditions and Declaration

Community funding may be used only for the purposes specified in this application. Once the Campobello Recreation Committee, the mayor and council have agreed to grant financial assistance, no major changes can be made to the project (in each case, the Campobello Recreation Committee shall determine what constitutes a major change). Funds not used for these purposes (funds left over after project completion) must be returned to the Rural Community Clerk.

The applicant/organization bears full responsibility for its debts. The applicant/organization must agree to comply with all provincial, territorial, and federal legislation.

The application will be available to attend Recreation Committee meeting and answer any additional questions pertaining to the project.

The Campobello Recreation Committee's financial contribution must be acknowledged and mentioned in any publications, on the internet and/or social media.

By signing this application, (the applicant/organization) authorizes the Campobello Recreation Committee to disclose any information received in this application within the Rural Community of Campobello for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant/organization for funding under any other Rural Community program.

### I declare that:

- The information in this application is accurate and complete.
- The application is made on behalf of the organization named whose name appears on the applicant information portion of the application, with its full knowledge and consent.
- If financial assistance is granted, the organization shall provide ***original*** receipts to the Rural Community of Campobello upon the completion of the project or at the specific timeframe requested by the Campobello Recreation Committee

Name of Person with Signing Authority: \_\_\_\_\_

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

**Congratulations!**

**You have been awarded funding for your project.**

The Campobello Island Recreation and Community Services Committee is excited to announce you have been granted funding

for your project, program, or event: \_\_\_\_\_

on this date: \_\_\_\_\_

in the amount of: \_\_\_\_\_

You have 30 days from this date to start your project, program, or event, and to fulfill the conditions listed below.

Receipts must be submitted and money returned within 30 days of the end of the project. For ongoing projects, receipts must be submitted every 30 days until the end of the program.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By signing this form, you acknowledge the conditions of this funding and promise to fulfill your obligations:

\_\_\_\_\_

**All applications must be submitted to the Rural Community office for distribution to the Recreation Committee and the Council of the Rural Community of Campobello Island.**

**Thank you for enriching our community by volunteering.**

**We appreciate you and all your efforts!**