



**DISTRICT OF PORT HARDY  
Grants-in-Aid, Fee for Service,  
Honorariums**



Council may, in its annual budget, allow for funding to non-profit organizations who directly benefit the town. Requests will be evaluated on individual merit.

To be considered for the *upcoming budget year* requests for grants-in-aid, fee-for-service or honorariums *must be made in writing by September 30<sup>th</sup>* The donation request may be for in-kind help or cash.

For Fee for Service

- Details of how the assistance is to be used
- Previous year audited financial statement

For Grants-in-Aid and Honorariums

- Details of the use of funds being raised
- Previous year audited financial statement

For more information contact:

Director of Financial Services  
District of Port Hardy,  
Box 68, Port Hardy, BC V0N 2P0  
Tel: 250-949-6665 Fax: 250-949-7433



**DISTRICT OF PORT HARDY  
GRANT IN AID APPLICATION**

***For the upcoming budget year requests for grants-in-aid / honorariums / fee for service must be made in writing by September 30<sup>th</sup>.***

<b>General Information:</b> 1. The contents of this application are considered public information and may be released upon request. 2. Please print legibly		
Legal Name of Organization:		
Mailing Address:		Postal Code:
Phone:	Fax:	Email:
Contact Person:		Position:
Provincial Society Registration # (if applicable):		Federal Charitable Tax # (if applicable):
Provincial/National Sports Governing Body (if applicable):		
Fiscal year for Grant:	Total Grant Requested for Fiscal Year: \$	Total Budget for Fiscal Year: \$

**Declarations:**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the above named organization to make this declaration and to submit this application on behalf of the organization.

Name: \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

I hereby declare that if our organization is successful at obtaining a District of Port Hardy grant that we give the District of Port Hardy (or a third party appointed by the District) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Name: \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

**Return to:     Attn: Director of Financial Services,  
District of Port Hardy  
PO Box 68  
Port Hardy BC V0N2P0**

## General Grant Information

**1. Describe the operation and history of your organization:**

**2. Describe the specific activity or project to which the Grant funding would be applied:**

**3. Identify the need for this activity or project and discuss how that need was identified/determined:**

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***

**4. How does your organization plan to meet the identified need:**

**5. How will potential clients be informed of your activity or project and how will they access your services:**

**6. What are the expected outcomes of your activity or project:**

**7. List any relevant project/program statistics including a listing of the number of clients served in the past two years and the number expected to be served during the duration of this grant:**

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***

**8. Describe how results of the project are to be measured or evaluated, including any evaluation or measurement results from past years:**

**9. Identify any like or similar projects offered in the District and if so a description of the uniqueness of your specific project:**

**10. List any organizations with whom you collaborate or partner in order to provide client services:**

**11. List other funding sources.**

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***

**Financial Information:**

**The following documents must be attached to this application:**

- a) Budget for the entire organization including both revenues/expenditures and any in-kind support or expenditure;
- b) Itemized list of all revenues/expenditures relating to the amount of the grant being applied for;
- c) Financial statements from your most recent fiscal year end and
- d) Copy of your most recent month-end financial statements.

**1. Provide rationale for any surpluses identified in attached financial statements (e.g. is surplus restricted and if so for what purpose?):**

**2. Outline your contingency plan if this grant application is not approved:**

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***