



TOWN OF CRESTON DISCRETIONARY GRANTS APPLICATION FORM

APPLICATION INSTRUCTIONS (PLEASE READ)

- Grants will be issued only to non-profit organizations (as opposed to individuals), and while each request will be evaluated on its own merit, preference will be given to applications from local organizations.
- Any organization requesting a donation or grant funding shall submit its application on the form provided by the Town of Creston, and include a budget for the project or event, prior to funding being considered.
- If funding is approved, at the conclusion of the project or event, the organization must submit a financial accounting (proof of expenditures) and photographs of the project or event. Failure to submit a final report and accounting to Council will disqualify the organization from receiving future discretionary grant funds until final reporting with respect to any previous discretionary grant funds is received by the Town of Creston.
- The organization shall provide to the Town written permission for use of any photographs submitted.
- Should the event and/or initiative be cancelled or not proceed, all funding provided under Council's Discretionary Grant Program shall be returned to the Town of Creston promptly.
- All submissions must either be typed or written in legible hand printing. An electronic version of this application is available on our website at www.creston.ca, under Community, Grants menu.
- Acceptable forms of delivery include hand delivery, fax, courier, mail and email. All areas of the application must be completed in full. If a section does not apply to your project, please indicate with a "N/A".
- Applications and final reporting are to be submitted to:

Town of Creston
PO Box 1339, 238 – 10th Avenue North
Creston, BC V0B 1G0
Phone: 250-428-2214
Fax: 250-428-9164
Email: info@creston.ca
Website: www.creston.ca

**TOWN OF CRESTON
DISCRETIONARY GRANT APPLICATION FORM**

File: 1855.03
Date: _____
Action: _____

Section A – General Information		
1. Date of Application:		
2. Legal Name of Applicant/Organization:		
3. Is the organization a non-profit organization?	Yes	No
4. Name and title of Contact Person:		
5. Mailing Address:		
6. Phone:	Fax:	Email:
7. Has your organization received Town of Creston grant funding in the past?	Yes	No
8. Does your organization currently receive a Permissive Tax Exemption for property located within the Town of Creston?	Yes	No
9. Project or Event Description: <i>Provide a brief description of your project or event including beneficiaries of the project (maximum 10 lines).</i>		
10. Location(s) of the Project or Event:		
11. Duration: <i>Includes start-up and estimated completion date.</i>		

Section B – Evaluation Information

1. Why is this project needed?

2. Project partners - please list:

3. Have you requested funding from other grant programs? If 'yes', please list.

Yes

No

4. What is the percentage of funds that is needed to proceed with the project?

Section C – Project Budget Information

1. **Project Budget Summary** – If successful in attaining Town of Creston grant funding, you must spend funds and prepare Project Financial Reports according to Section C. You will be expected to provide **copies of invoices with your final report to verify how you spent the grant funds.** The Town of Creston maintains the right to audit projects at any time.

2. If possible, please provide photographs of your completed project or event and authorize the Town of Creston to use the photographs for promotional purposes, by signing the release at the bottom of this page.

Items	Details	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$

3. **Funds From Other Sources** (*donations, grants, fundraising, etc.*)

Source	Amount
	\$
	\$
	\$
	\$

AMOUNT OF GRANT FUNDING REQUESTED: _____

The Town of Creston shall be solely entitled to the reproduction rights of the photographs submitted by the Applicant, following the project or event partially or entirely funded by the Town through this application.

The Applicant agrees to assign reproduction rights to the said photographs to the Town.

By way of signature, I, _____ being the authorized agent/applicant hereby agree to the above.

Furthermore, the Applicant agrees to submit a financial accounting (proof of expenditures) in the form of a final project, initiative or special activity/event report and/or budget or receipt (for hotel and/or travel expenses).

By way of signature, I, _____ being the authorized agent/applicant hereby agree to the above.

Applicant (also print name below)

Witness (also print name & Address below)

Date of Signature: _____

Date of Signature: _____