

## Appendix 1 – Grant Application Form 1 (General)

<b>Primary Contact</b>	Name:	Role/Title:
	Email:	Phone:
<b>Organization Name</b>		
<b>Organization Address</b>		
<b>Organization Type</b>	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Charity <input type="checkbox"/> Company <input type="checkbox"/> Other (describe below)	
<b>Organization Description</b>	Briefly describe your organization.	
<b>Tax ID or Registered Charity #</b>	Your organization's tax ID or registered charity number (If applicable).	
<b>Support (Financial)</b>	What is the <u>total</u> amount of funding that you request? \$	
<b>Support (In-Kind)</b>	What are the types of in-kind support that you request?	
<b>Date</b>	What is the date by which you require the funds?	
<b>Period</b>	Date range within which you will <u>use</u> the grant funds.	
	<b>Start Date:</b>	<b>End Date:</b>
<b>Purpose</b>	Briefly tell us about your event, initiative, or project, and why you are requesting funding from the municipality.	

<b>Expenses</b>	What is the <u>total</u> cost of planned expenses? How do you intend to use the municipal grant funds to cover these expenses (in whole or part)?
<b>Revenues</b>	What is the <u>total</u> amount of revenue you expect to raise and how you will use that revenue? For example, to pay for services, supplies, wages, equipment, etc.
<b>Other Funding</b>	Have you applied for or received funding from other governments (municipal, provincial, or federal) or non-profit organizations? If yes, please explain.
<b>Benefit to Residents</b>	How will Hartland residents benefit from your event, initiative, or project? For example, how many residents are expected to participate?

<b>Benefit to Community</b>	How will the town of Hartland benefit from your event, initiative, or project? For example, will Hartland see an increase in retail activity, tourism, etc.?
<b>Impact on Services</b>	Will your event, initiative, or project increase the quality and/or availability of services for Hartland residents? For example, will residents receive a new service or a better service, or more services?
<b>Time Period</b>	Will your event, initiative, or project take place one time and for a limited period or will it take place again in the future, for example, several times or on an ongoing basis?
<b>Date</b>	
<b>Signature</b>	

## Appendix 3: Sample Budget (Revenue & Expense Report)

The table below shows a revenue and expense report that could be submitted with an application or included in a final report.

REVENUES	ESTIMATED	ACTUAL	BALANCE
Ticket Sales	\$1500	\$1350	(\$150)
Donations	\$500	\$600	\$100
50/50 Draw	\$1000	\$800	(\$200)
Concessions	\$1200	\$1675	\$475
<b>Subtotal</b>	<b>\$4200</b>	<b>\$4425</b>	<b>\$225</b>

EXPENSES	ESTIMATED	ACTUAL	BALANCE
Venue Rental	\$500	\$500	\$0
Advertising & Promotion	\$1000	\$1050	\$50
Band	\$1000	\$1000	\$0
PA & Sound Rentals	\$500	\$500	\$0
Staff Wages	\$500	\$400	(\$100)
Food & Beverages	\$1000	\$900	(\$100)
Cleaning	\$250	\$250	\$0
Insurance	\$300	\$300	\$0
<b>Subtotal</b>	<b>\$5050</b>	<b>\$4900</b>	<b>(\$150)</b>