



THE CORPORATION OF THE DISTRICT OF OAK BAY

GRANT APPLICATION FORM

Deadline: January 31

For the Year: _____

Name of Organization:			
Address of Organization:			
Contact Person:			
Position with Organization:			
Phone:	Fax:	Email:	

Amount of grant requested:	\$		
Have you applied before? Yes	No	When:	Grant Received: \$

Type of Organization:	
if other please describe:	
What year did the Organization begin?	
President:	
Secretary:	
Board of Directors:	Position on Board:

Describe the function of the Organization:

If your Organization has received a grant from Oak Bay in the past, describe how the money was used:

Describe how the funds that are currently being requested will be used. Please indicate whether the grant will fund operating costs or a special project, and provide any information that will help Council to evaluate the grant request:

How will Oak Bay benefit?

List other sources of potential income already solicited, amounts requested and amounts granted:

If the Grant is not approved, what impact would it have on the Organization?

BUDGET

Prepared to support the grant application of:

Please provide details on revenue and expense projections. Indicate which revenue is secure and which is speculative. Expenses must NOT exceed revenues.

REVENUE			EXPENSES	
(Please state source)	Amount		(Please itemize)	Amount
Description		Description		
SECURE				
Membership dues (if any)				
Subtotal				
SPECULATIVE				
TOTAL	\$		TOTAL	\$

Authorized Signature: _____

Date: _____

Please enclose your last annual report and financial statements (including a balance sheet) and include any other supporting material that will assist in assessing your grant request.

Please deliver this application before January 31 to:

Director of Financial Services

The Corporation of the District of Oak Bay

2167 Oak Bay Avenue

Victoria BC V8R 1G2

Fax: 250-598-9108

cpaine@oakbay.ca