



**ORGANIZATIONAL CAPACITY (20%)**

3. Please attach your most recent financial statements.
4. Please outline your administrative and Board/Committee structures. Do staff have the necessary qualifications and experience to lead and execute the program or event? Please provide details.
5. What is your organization's history of providing benefit to the residents of Esquimalt?
6. What is your organization's role or niche in the community? What makes it different from other similar organizations?
7. How is your organization moving towards financial self-sufficiency?

**PROGRAM, PROJECT or EVENT DESCRIPTION (25%)**

8. Please provide a description of the program, project or event and why a local grant is required. Include details such as:

- who is your target audience?
- what are the key goals and objectives?
- what are the anticipated outcomes?
- a detailed work plan with project timelines

9. How will your organization measure whether the program or event was a success?

10. What is the minimum level of funding required for the program, project or event to occur? What would be the impacts if you received less than your full request?

**BUDGETARY DETAILS (25%)**

11. Please attach your program or event budget. This should include all revenue classified as either secured or speculative. Ensure that expenditures do not exceed revenues.
12. Are there any special issues affecting expenses or revenue in the projected year? If yes, please explain.
13. Please describe any attempts made to secure funding from other sources. Provide details about funding that has been secured from other municipalities or levels of government.
14. What are the plans to cover any potential revenue shortfall?
15. If your request is higher than previous years, please provide an explanation.
16. Are any funds being used to provide grants to other individuals or organizations?

**COMMUNITY IMPACTS AND INVOLVEMENT (30%)**

17. How many people participate in or take advantage of the program, project or event for which you are seeking funding? How many of those people are Township residents?
  
  
  
  
  
  
  
  
  
  
18. What environmental and sustainability initiatives will form part of the planning and execution of your program or event?
  
  
  
  
  
  
  
  
  
  
19. How many volunteer staff do you utilize and what are the total volunteer hours?
  
  
  
  
  
  
  
  
  
  
20. Could the program, project or event occur without volunteer support? Why or why not?
  
  
  
  
  
  
  
  
  
  
21. Please describe any significant established partnerships with other community groups



## LOCAL GRANT APPLICATION

**22. PUBLIC ACKNOWLEDGEMENT:**

All recipients of Township of Esquimalt local grants are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the grant?

**DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the local grant awarded by the Township.
- The organization is in good standing with either: (i) the Province of BC as a registered Society or (ii) the Canada Revenue Agency as a registered Charity.
- The grant application meets all the eligibility requirements of the Township's Local Grant Policy.

The information in this application will be reviewed and assessed by the Local Grant Committee to determine potential grant allocations. The Committee will evaluate all applications based on: Organizational Capacity, Program/Event Description, Budgetary Details, and Community Impacts and Involvement.

Signature

Position

Name (please print)

Date