



City Grant Program information and documents are available from the Information Counter at Richmond City Hall or on the City Website at www.richmond.ca for the 1) Health, Social & Safety and 2) Parks, Recreation & Community Events Programs (same documents for both programs). The Arts & Culture Program is under development and will be available as of October 21, 2011.

Please read the Richmond Grant Program and these Submission Requirements before completing the application form. Please submit this signed document with your application.

SUBMISSION REQUIREMENTS

1. For Minor Grant Requests (\$5,000 or less) or year 2 or 3 of a Multi-year Funding Cycle:
 - Complete the City Grant Application Summary Sheet (attached)
 - Attach all documentation identified below, including signatures
2. For Major Grant Requests (over \$5,000) and Multi-year Funding Cycles (Year 1):
 - Complete the City Grant Application Summary Sheet (attached)
 - Complete the City Grant Application Form
 - Attach all documentation identified below, including signatures
3. Please ensure that the following documents are attached to the back of your application:
 - Your organization's history, purpose, vision, goals and objectives
 - A list of the Board of Directors, Officers and Executive Directors including addresses and contact information
 - Financial Statements, including a Balance Sheet
 - a. Audited financial statements for the most recent completed fiscal year including the auditors' report signed by the external auditors, OR one of the following alternatives:
 - b. If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - c. If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - d. If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
 - Current fiscal year operating budget.
 - Previous City Grant Progress Report/Evaluation Plan, if applicable, including results to date
4. Please include documentation that specifically supports your request. Please do not include general information that does not pertain directly to your application (e.g., promotional brochures, annual reports).
5. Submissions should be on letter-size paper and three whole-punched. Please clip; do not bind.
6. Send **four complete sets of documentation (original plus three copies)** to the **Information Counter** at Richmond City Hall by the stated deadline.
7. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
8. **Please Note: Late submissions will not be considered.**



This Summary Sheet will be provided to City Council for consideration. Please type.

1.	Organization:		
2.	Grant Request: \$	Proposal Title:	
3.	Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):		
8.	Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$	\$
	Total Expenses	\$	\$
	Annual Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
Justification for any Annual and Accumulated Surplus or (Deficit)		Please explain:	Please explain:
10.	Previous City Grant: Amount:	Year:	Use:
11.	Proposed City Grant Use:		
	1. Use:	Amount:	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request:		
	Other Funding Sources for this Proposal:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
3. Source:	Amount:	Purpose:	
Total project budget:			
12.	For Staff Use Only (Initials____)		
	Recommended Grant: \$ Year ____ of ____ Multi-year Funding Cycle Purpose:	Staff Comments/Conditions:	