

## Hornby Island Community Fund Application – Due on June 30, 2018

Society or Group Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Title or affiliation: \_\_\_\_\_

Telephone number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

1. Society or Group's status  
 Ad hoc committee  
 Group  
 Non-profit society  
 Charitable tax status  
 Incorporated
2. How long has your group been together? Please include incorporation number date of incorporation if applicable
3. What is your group's mandate?
4. How many members are in your society or group?

### Supporting Documents that MUST be included with your application

\*A current directors/committee list including names and phone numbers.

\*The most recent annual financial report.

### Project Details

1. Project Name
2. Time line for the project. (Include duration and major milestones)
3. Who will benefit from this project?
4. What is the level of community support for your project? Include 2 letters of support.
5. Who are your other funding partners?
6. Demonstrate the degree of need?
7. How many volunteers will be involved?
8. What is needed before beginning the project? Permits, permissions, agreements, insurance?
8. What is your financial management plan?
9. Describe the sustainability plans and include future funding.
10. What are the desired outcomes of this project?
11. Describe how you will evaluate your project?

## Project Budget

### Expenses

Wages	_____
Honoraria	_____
Employer's Expenses (EI, cpp,wcb)	_____
Materials	_____
Equipment	_____
Supplies	_____
Office Overhead	_____
Insurance	_____
Travel	_____
Other	_____
Total Expenses	_____

### Income

Donations	_____
Other Grants	_____
User Fees	_____
Fund Raising	_____
Matching Funds	_____
Donations in Kind	_____
Volunteer Labour	_____
Amount Requested from CF	_____
Total Income	_____