**Hornby Island Community Fund Application**

**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

1. How long has your group been together?Please include incorporation number date of incorporation if applicable
2. What is your group’s mandate?
3. 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 \_\_\_\_\_\_\_\_\_\_\_\_