



# TOWN OF WADENA MUNICIPAL GRANT APPLICATION for General Operating

1. Date: \_\_\_\_\_

2. Name of Organization: \_\_\_\_\_

3. Contact Name: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

6. (a) Date Established: \_\_\_\_\_

(b) Registered Non-Profit Organization in Saskatchewan (if applicable):

Date: \_\_\_\_\_

Registration Number: \_\_\_\_\_

(c) Registered Charitable Organization with Federal Government (if applicable):

Date: \_\_\_\_\_

Registration Number: \_\_\_\_\_

7. President: \_\_\_\_\_

8. Board of Directors:

(1) \_\_\_\_\_ (4) \_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_

9. Your organization's objectives and outline of services and programs:

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10. Purpose and Function to which Grant funds will be expended:

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11. How will community and/or participants benefit: *(please describe the event, program or project and provide adequate documentation demonstrating the need for the proposed service)*

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12. Budget: \$ \_\_\_\_\_

13. Grant Request:       \$ \_\_\_\_\_ Cash  
                                  \$ \_\_\_\_\_ In Kind

14. List other sources of potential income or services already solicited, amounts requested and amounts Granted:

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15. List amount of personal funding being used i.e. bottle drive income, raffles, etc.

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16. If the Grant is not approved what impact could it have on the organization:

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Please attach the following documents to your completed Application:

- a) A copy of your most recent Income Statement or Balance Sheet
- b) A budget for the event, project or program
- c) A before photo or brief description of the proposed event, project or program
- d) Any other information which would assist in the evaluation of your Grant request

Please submit application by **February 28** to:

Town of Wadena  
PO Box 730  
102 Main St N  
Wadena SK S0A 4J0  
Email: wadenafinance@sasktel.net

The Town shall respond to all applicants within sixty (60) days of the Application deadline.

The information included in this Application is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Signing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **Application Process & Timeline**

- All Grant Applications shall be submitted on the approved Municipal Grant Application Forms. Application forms will be available at the Town Office and on the Town's website.
- All Application forms and supporting documents should be received by February 28 of the current year. The Town shall respond to all applicants within sixty (60) days of the application deadlines.

Grant Applications shall include:

- The name of the Not-for-Profit Organization/Volunteer Group, and the contact information (name, address, email address and telephone number) of a person who can answer questions regarding the information submitted in the Application.
- Financial assistance or in-kind donation request. The Not-for-Profit Organization/Volunteer Group must clearly state the purpose and function and must be responsible for planning and provision of these services.
- Description of the event, program or project. The applicant must present adequate documentation demonstrating the need for the proposed service.
- Details of the Not-for-Profit Organization/Volunteer Group.
- Financial information including:
  - Budget for the event/project/program; and
  - Financial statement and/or bank statement depicting the financial standing of the organization from the previous year-end and/or the most current bank statement.