



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

Society Number: \_\_\_\_\_

## APPLICANT INFORMATION

- 1) **Name of Organization:** \_\_\_\_\_
- 2) **Contact Person:** \_\_\_\_\_
- Position:** \_\_\_\_\_
- Mailing Address:** \_\_\_\_\_
- Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_
- Email:** \_\_\_\_\_
- Website:** \_\_\_\_\_

Please list our organization on the PRRD website as a "Local Community Group"      Yes      No      *(please check one)*

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- 3) **Executives of Your Organization:**
  - President/Chair**
  - Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
  - Vice President/Vice Chair**
  - Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
  - Treasurer**
  - Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
  - Secretary**
  - Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4) **Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

5) **How many volunteers does your group have registered?**

6) **TOTAL volunteer hours accumulated by your group in the previous year:**

7) **Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)**



8) Please provide a 5 year action plan for your organization.

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

### OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District:	\$ _____.
11) Total variable costs requested from the Regional District:	\$ _____.
12) TOTAL FUNDS requested from the Regional District:	\$ _____.

*\* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*\*\* Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

### ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

### SIGNATURE OF APPLICANT

\_\_\_\_\_  
Signature of Applicant