

2022 Town of Sackville Operational Funding Program

The Operational Funding Program was designed to provide operational assistance to local associations that have a primary mandate in compliance with annual Municipal priorities as listed in section 1.4 of the Community Development Grants Policy.

Applicants may apply for operational costs alone. Any other additional costs will be considered under a separate application in one of the other three Community Development Grant Programs.

Applicants must meet the following eligibility requirements:

- a. A non-profit organization who provides an ongoing service to the residents of Sackville
- b. Provide a completed financial report from the previous year.
- c. Complete the funding application in full.
- d. Provide a detailed budget for the upcoming year/season.
- e. Provide meeting minutes or a letter signed by a minimum of two Board Members approving the grant application.

The deadline to apply is **October 15, 2021**. Submit to Grants@sackville.com or by dropping off to Town Hall (31C Main Street)

Section 1: Applicant Information

Name of Organization:	Make cheque out to:
Organization's NB Corporate Registry or HST number: (REQUIRED)	Does the organization have a constitution or by-laws? (New applicants please attach)
Organization's Mailing Address:	Postal Code:
Applicants Name:	
Applicant's Position in the Organization:	
Telephone Number:	Alternative Telephone Number:
E-mail:	
Number of volunteers in the organization:	
Number of paid staff in the organization:	
Average number of people served by the organization annually:	
Organization's Mandate:	

Section 2: Funding Details

Please describe, in detail, the programs and/or services provided by your organization:

Please explain why funding from the Town of Sackville is necessary to support the operational needs of your organization:

What would be the anticipated result if the Town of Sackville were not able to provide your organization with operational funding?

How many residents of Sackville does your organization serve on an annual basis:

Please describe, in detail, how your organization will give back to the community through volunteer services, in addition to the services provided by board members to your own organization:

<p>Has the Town provided your organization with funding in the past:</p> <p>No_____ Yes(explain)____</p>
<p>Are you applying for, or do you anticipate receiving any other funding from other Town of Sackville Funded organizations (Eg. Renaissance Sackville):</p>
<p>Please describe any in-kind services that you require or will be requesting from the Town:</p>

Section 3: Budget

<p>Please note: The following responses should be supported by the descriptions and explanations</p>						
<p>Please describe, in detail, any additional funding sources and the amount provided or anticipated by each source:</p> <p>Membership Fees/Dues:</p> <p>Fundraising:</p> <p>Grants:</p> <p>Other:</p>						
<p>Please provide detailed budget for the upcoming year, without including the Operational Funding Request as revenue.</p>						
<p>Total amount of request to the Operational Funding Program:</p>						
<p>I hereby certify that the information contained in this application is accurate:</p>						
<table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Full Name</td> <td>Signature</td> <td>Date</td> </tr> </table>	_____	_____	_____	Full Name	Signature	Date
_____	_____	_____				
Full Name	Signature	Date				
<p>I hereby certify that this application has the approval of the above-named organization:</p>						
<table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Full Name</td> <td>Signature</td> <td>Date</td> </tr> </table>	_____	_____	_____	Full Name	Signature	Date
_____	_____	_____				
Full Name	Signature	Date				

Please see checklist on next page

Grant Application Checklist

Did you remember the following?

All applications submitted after October 15, 2021 may not be considered.

Operational Funding Program:

- Completed the application in its entirety
- Included Organization's NB Corporate Registry or HST number
- Detailed project budget
- Meeting minutes or letter from the Board approving the grant application
- Completed financial report from the previous year

Groups who received funding in spring, 2021 are required to file a report (template will be emailed to you) before **December 15, 2021** or new applications may not be considered.