

BALLYTOBIN FOUNDATION GRANT APPLICATION



This application contains six sections:

- a. Information about the applicant's organization
- b. Information about the event
- c. Event / project goals, community benefits, and organization's history
- d. Timeline
- e. Budget
- f. Board of Directors

Please complete this form, save it with the applying organization's name in the document title, and submit it Online at <http://ballytobin.com>, along with the organization's budget and copy of the venue rental contract.

Section A: Information about the Applicant's Organization

Date: _____

Organization's Name: _____

Name of Project / Event: _____

Brief Event Description:

Event Date: _____

Event Location: _____

REQUESTED AMOUNT: _____

Contact Person Name & Title: _____

Organization's website: _____

Organization's mailing address:

Street Address: _____

City and Province: _____

Postal Code: _____

Type of Organization: Not for Profit Registered Charity

CRA Charity Number (If applicable): _____

Number of Years Organization has been in Existence: _____

Section B: Information about the Event

1. Project / Event Description (*Note: Rental estimate from venue(s) **must** be file #2 in the application files submitted*):

2. Briefly describe any other organizations who are strong contributing partners to this project/ event. Where possible include a letter of support or agreement. See '**Supporting Documents**' file attachment in '**Apply Process**':

3. List any other organizations or people involved in this project/event:

4. Who is the intended audience? Include expected audience estimates:

5. Describe any new or innovative aspects to this project / event:

Section C: Event / Project Goals, Community Benefits, Organization's History

1. What are the goals of this event / project?
2. How will you measure the achievement toward the goals identified above?
3. How will the community benefit from this event / project?
4. Has your organization presented similar events / projects in the past? If so, please summarize past achievements that will be incorporated into the current application.
5. Has your organization worked with other community organizations? If yes, please describe?

Section E: Budget

Please complete the worksheet below with *anticipated expenses* or attach a PDF file of the budget in the '**Budget**' file attachment in '**Apply Process**'.

When completing anticipated expenses, please include the following details:

- The date(s) that marketing and advertising expenses will be incurred, with a brief description of each.
- The date(s) any other expenses must be incurred (i.e. rental space, payments to performers, etc.)

Date:	Expense:	Confirmed (Y/N):
Example:	Rental space payment	Y

Total budget for project / event: _____

2. Other confirmed or potential sources of funding (include amount):

Name of funding source:	Amount of funding:

3. Partial funding: How would this event / project proceed with only partial funding?

Section F: Board of Directors

1. List Board of Directors indicating executive positions:

<i>Board Member Name:</i>	<i>Position:</i>

2. Other information (at the discretion of the applicant):

Submission Review

- 1. Save the grant application document on your computer
- 2. When the grant application is complete, go to the **'Apply'** tab on the Ballytobin.com website
- 3. Fill in the blanks, and send all documents at the same time, and in the order requested