

## FUNDING REQUEST APPLICATION FORM

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Please review the following eligibility requirements below before filling in this form:

- Applying organization is a society, registered charity, community-led group, neighbourhood association, or other entity that is not a business.
- Funds awarding (if any) from this program will not be used to provide grants to any other entity/organization.
- Your organization has recent financial statements that will be attached to this application.
- Your organization has a detailed budget that will be attached to this application.

**IMPORTANT:** Answers must be supplied within this form. Answers contained within appendices are not permitted.

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### IDENTIFICATION OF APPLICANT (ALL FIELDS ARE MANDATORY)

Organization Name:

Mailing Address:

Contact Person:

Telephone:  Email Address:

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### APPLICANT INFORMATION (ALL FIELDS ARE MANDATORY)

1. Are you registered under the *Societies Act*?  YES  NO
2. Are you a registered charity?  YES  NO

Society or Charity registration number:

3. Amount of Funding Requested:

Amount of In-Kind Funding Requested:

**NOTE:** *The combined maximum funding amount that may be granted per application through the Funding Request Program is \$10,000.*

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In short, please explain what the requested grant money will be used for (more information will be required throughout application:

*500-character limit*

### **Freedom of Information and Protection of Privacy Statement:**

*This collection of personal information is authorized under Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions about the collection or use of this information can be directed to the City of Langford's Corporate Officer at [foi@langford.ca](mailto:foi@langford.ca) 250-478-7882 or 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8*

## **PROGRAM, PROJECT, OR EVENT DESCRIPTION**

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In this section, please take the time to explain your program, organization, project, or event in detail.

\*6. Please provide a description of the program, organization, project, or event and why a Grant in Aid from the City of Langford is required.

*500-character limit*

Who is your target audience?

*250-character limit*

What are the goals and objectives?

*500-character limit*

What is the anticipated outcome?

*500-character limit*

Please outline a brief work plan and proposed timeline:

*750-character limit*

How many attendees/participants from Langford are you expecting?

*100-character limit*

\*7. Should your application be awarded less than the requested amount, what are the anticipated impacts?

*500-character limit*

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## **BUDGET INFORMATION**

**Please attach your program, organization, project, or event budget.**

This should include all revenue classified as either secured (you have received confirmation of this funding and can count on it) and speculative (applications submitted such as grants, partnerships, etc. that you have not confirmed at this time).

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8. Are there any special issues or circumstances that are affecting your revenue or expenses this year? If yes, please explain below:

*500-character limit*

9. Please outline your attempts to secure additional funding from other sources. Please provide details about funding (if any) that has been secured by other governments at any level (local, provincial, federal):

*750-character limit*

## COMMUNITY INVOLVEMENT AND VALUE

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10. What environmental and sustainability initiatives/aspects will form/are already part of the event, project, program or organization?

*500-character limit*

## ORGANIZATION INFORMATION

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Grant in Aid applications should demonstrate the value of your organization, project, or event to the residents of Langford. In this section, please demonstrate the way(s) your organization, project or event will positively impact residents.

\*11. Provide a brief history of community benefit(s) your organization has provided to the residents of Langford:

*500-character limit*

\*12. What is your organization's role or niche in the community? What makes it different from other similar organizations?

*500-character limit*

## PRIOR TO SUBMISSION

Before you submit your application, please review the list below to make sure you have everything completed.

- Your current **mailing address is complete** with a postal code.
- You have **read and understand the Freedom of Information and Protection of Privacy Statement** on page 1 of this document.
- You have **attached your organization's most recent financial statements** to this application.
- You have **attached your organization's project, program, or event budget** to this application.
- All fields with an asterisk (\*) are completed.

## QUESTIONS?

If you have any questions about this form, the application process, or the Grant in Aid program, please contact the City of Langford's finance department in the following ways:

- Send us an email: [fundingrequests@langford.ca](mailto:fundingrequests@langford.ca)
- Call us: 250-478-7882
- Mail: Langford City Hall 2<sup>nd</sup> Floor, 877 Goldstream Avenue V9B 2X8

## HOW TO SUBMIT

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Please submit completed applications by email to [fundingrequests@langford.ca](mailto:fundingrequests@langford.ca) or by mail to the address above. We do not require a printed copy of your application.

If you'd prefer to drop your completed application off in person, please visit Langford City Hall on the 2<sup>nd</sup> Floor of 877 Goldstream Avenue V9B 2X8.

## NEXT STEPS

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After you have submitted, applications will be compiled for presentation at a Community Advisory Committee meeting. The Committee will review your application and forward a recommendation to Council for consideration. The final decision regarding your application will come from Council.

The person you have selected as your contact person on page 1 of this form will be contacted with the timelines including Committee and Council meeting dates. It is recommended that a representative from your organization be available to attend meetings at which your application will be appearing either in person or online through Zoom.

**NOTE:** Grants (if awarded) will be provided by cheque in most cases. The address you provide on this form above will be used to mail the cheque.

## LANGFORD VOLUNTEER HUB

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The City of Langford has launched a centralized volunteer directory that makes it easy for organizations to promote their volunteer opportunities in the community. Organizations can reach motivated local volunteers who are actively seeking to contribute to the community while increasing visibility for programs, projects, or initiatives.

This volunteer directory makes it easier for potential volunteers to discover how they can contribute, and helps organizations connect with the right people, addressing a challenge that community members often identify: difficulty finding clear, accessible volunteer pathways.



To submit your volunteer opportunities on the Langford Volunteer Hub and learn more, visit [Langford.ca/Volunteer](http://Langford.ca/Volunteer).