

# COMMUNITY GRANT WRITER INTAKE FORM

Please complete the following form and email to:

[kallihopper@gmail.com](mailto:kallihopper@gmail.com)

(506) 850-6329

## CONTACT INFORMATION

Community Group Name:

Physical Location:

Mailing Address:

Postal Code:

Website:

Office Phone:

Facebook:

Instagram:

Other:

## CONTACT PERSON #1

Full Name:

Role/Title:

Phone:

Email:

## CONTACT PERSON #2

Full Name:

Role/Title:

Phone:

Email:

Year Established/Incorporated:

GST Number:

Charitable Number:

Governance Structure:

Society Number:

No. of Employees: FULL-TIME:      PART-TIME:

Tax Exempt Number:

No. of Volunteers:

## COMMUNITY GROUP BIO

Tell us about your community group by providing an overview of your purpose, membership, etc.:

Project Name:

Project

Description:

List potential benefits to the community (ies):

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Estimated amount of funding needed (\$):

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Suitable grant programs that you've identified for your project:

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Where possible, please provide the Grant Writer with an electronic copy of the following documents to assist them with completing your grant application.

**IMPORTANT:** All documents and information remain confidential to the Grant Writer and DTR.

<input type="checkbox"/>	Names of Committee/Board Members
<input type="checkbox"/>	Strategic Plan
<input type="checkbox"/>	Copies of Previous Grant Applications (Successful and Unsuccessful)
<input type="checkbox"/>	Previous year's audited Financial Statement(s)
<input type="checkbox"/>	Proof of Charitable Status
<input type="checkbox"/>	Society Bylaws
<input type="checkbox"/>	BC Society Certificate of Good Standing/Articles of Incorporation
<input type="checkbox"/>	If GST exempt, letter stating exemptions