

What needs to or could be improved? _____

SECTION C – Financial section

REVENUE GENERATED	budget	actual
a) Government grants (including in-kind):		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising campaign (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and service supports)	\$	\$
d) Admission or participation fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL REVENUES	\$	\$
EXPENDITURES	budget	actual
a) Salaries and benefits	\$	\$
b) Location	\$	\$
c) Equipment and furniture	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Publicity	\$	\$
g) Translation and interpretation	\$	\$
h) Other expenditures (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL EXPENDITURES	\$	\$
SURPLUS OR (DEFICIT)	\$	\$

A surplus was generated or a deficit ?
What are you going to do with this money or make up for the shortfall? _____

SECTION D – Declaration and signatures

I hereby certify that the information contained in this form is as accurate as possible, to the best of my knowledge, and I am authorized to act on behalf of the organization.

Name

Signature

Title

Date

NOTE: All information contained in this application is subject to the *Freedom of Information and Protection of Privacy Act.*

SECTION E – Checklist

Documents that need to be included so that your application is complete. Please check (✓) the boxes below to avoid omissions.

- Sections A to D of the duly completed application form, including supporting documents for expenses.
- Signature of the responsible member on behalf of the Board of Directors.
- Pictures, newspaper articles and any other supporting evidence regarding your project, activity or event (if available).

Please note that after reviewing your report, you may be asked to provide additional information.

Please use this section to add comments or follow-up:

