



**TOWN OF WATSON LAKE
DONATION POLICY APPLICATION FORM**

For Office Use Only

Date Received at TOWL _____

Date sent to Management Committee _____

Date approved / declined (please circle) _____

Date Organization notified _____

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Name of organization

Address

Contact person _____

Relationship of contact person to Organization _____

Phone number _____

Email _____

In the interest of promoting social, leisure and recreational activities in Watson Lake, it is recognized that it is in the interest of both the Town of Watson Lake and municipal clubs and organizations to enter into financial agreements that benefit residents of Watson Lake.

Process:

Submissions shall be reviewed by the Town of Watson Lake Management Team recommendations made to Council for final decision.

Applications:

Deadline for Applications to be submitted to the TOWL by 430 pm on or before January 15, May 15 and September 15.

Clubs and organizations may apply once a year for funding. Funding is intended to support club activities in a broad way and should not be project-specific.

Criteria:

Written application should be made by the organization in a format that clearly addresses the following criteria.

Grants and donations shall be evaluated using these criteria.

Clubs and Organizations are not eligible to apply if alternative funding is available.

For any criteria that do not apply please state not applicable on the application form to indicate that your application is complete.

If additional information is required please feel free to submit attachments to your application.

Depth of user base:

How many residents participate in activities provided by the user group? _____

Submit a list of paid membership and non-member users.

Number of volunteers

How many residents volunteer for the organization? _____

What is the number of hours contributed by volunteers (unpaid) _____

What is the type of activity done by the members?

Fund raising initiatives

How pro-active has the organization been in raising revenue?

What have they fundraised in the year and what are those funds allocated for?

Spinoffs

Impact on community with regard to employment and spin-off benefits:

How many people does the organization hire, what types of materials do they purchase within the community?

Does the organization attract visitors from outside the community to visit Watson Lake?

Submit all user statistics for the previous year.

What is the annual O&M of the organization

Submit a two year financial statements with your application. If this is a new club or organization, then a yearly budget is required.

What other sources of funding has the group accessed within the last year?

Does the organization use Town facilities and what does that use look like

Is it exclusive or cooperative - what will the Community receive for its contribution and what is expected of the Town?

Long term growth plans

What are the organization's long and short term plans for growth and attracting participants?

Communication strategy

What initiatives does the organization conduct for its communication's strategy? Please describe

What is the historical relationship between the Town and the organization?

Please describe

Collaboration

Demonstrate collaboration and cooperation with a variety of other groups and organizations to achieve its goals.

Executive Signature (Position)

Date