



Municipal Donation Request Form

**Any questions that have an *asterisk are mandatory fields.*

Organizational Information

*Organization Name: _____

*Contact Person(s) & Title: _____

Address: _____

*Email: _____

*Phone: _____

Donation Request Information

*Total Requested Donation: \$ _____

*Location of event: _____

*Start Date / End Date of Activity / List of Dates:

*Please provide a statement about your organization's goals and objectives:

*Description of event, including how many Augusta residents/volunteers will be involved:



*Membership / Service / Client / Participant Fee \$ _____

*Please provide your reasoning for the requested donation, along with a description of how the funds will be utilized, and how the event will be a benefit to Augusta residents:

If you have received a donation for this event in previous years and the amount is more than the amount previously given, please justify:

If applicable, please provide a list of the in-kind requests for the Township of Augusta resources (i.e. photocopying, use of a facility, use of materials such as barricades, trash receptacles, waiving of permit fees, or municipal staff time, etc.):

Please indicate any financial support you are expecting to receive from other organizations for this event:



*Please describe how the Township will be recognized during your event/activity for the donation:

CONFIRMATION AND SIGNATURE

I certify that to the best of my knowledge, the information provided in this application is accurate, complete, and endorsed by the organization that I represent. The organization below accepts the conditions of this grant as outlined in Municipal Donation Policy POL - 0501.

Signature: _____

Name of Organization: _____

Name and Title of Signatory(s): _____

Date: _____

NOTICE OF COLLECTION:

Personal information is collected on this form under the authority of *the Municipal Act and the Municipal Freedom of Information and Protection Act (MFIPPA)*. This information, once collected, may be accessible by members of the public upon request, unless exempted by law. Furthermore, this information may be published as part of the public record, in accordance with the legal requirements set out in MFIPPA and other legislation. Questions regarding the collection, use and disclosure of personal information can be directed to the Municipal Clerk at 613-925-4231 or lveltkamp@augusta.ca.

Events can be submitted to the Township of Augusta's Community Calendar by emailing wanderson@augusta.ca.