



# TWN Community Society Application Form 2024



**Instructions**

1. Please fill out every section of the application.
2. Application forms can be handwritten or typed, then emailed to [twncommunitysociety@twnation.ca](mailto:twncommunitysociety@twnation.ca) or dropped off at the admin building. They can also be completed with interviews- please call for an appointment.
3. Need assistance? Please contact us on [twncommunitysociety@twnation.ca](mailto:twncommunitysociety@twnation.ca) or 236 339 3704.

<b>Date of application</b>		
<b>Applicant/s information</b>		
<b>First and last name</b>		
<b>Membership number</b>		
<b>Address</b>		
<b>Email address</b>		
<b>Cel number</b>		
<b>Children of applicant</b> (if you are a parent applying for children under 18)	<b>Name</b>	
	<b>Age</b>	
	<b>Membership #</b>	
	<b>Name</b>	
	<b>Age</b>	
	<b>Membership #</b>	
	<b>Name</b>	
	<b>Age</b>	
	<b>Membership #</b>	
<b>Second contact (optional)</b>		
<b>First and last name</b>		
<b>Email address</b>		
<b>Cel number</b>		
<b>Project information</b>		
<b>1. Project name</b>		

**2. Funding stream.** Highlight or circle the stream that best describes your activity

**Education & training**

**Arts & culture**

**Health & wellness**

**The environment**

**Sports & recreation**

**3. Project details**

**3.1 Project description.** Please tell us about these things:

- **summary:** what is your project for? Why have you chosen this project?
- **goal:** what do you expect to see by the end of the project?
- **sustainability:** will the results of your project last after funding ends? How can you help make sure they last?
- **realistic:** is this project something you can do with the funding and time you have available for the work?
- **risks:** is there anything that might make it difficult to reach your goal or finish your project? What can you do to prevent this?

**If you'd like to talk about your idea before applying,  
please reach out- we're here to help!**

### 3.2 Activities

List the different activities you will do to reach your goal, and when they will take place. Projects can run for up to a year, so some activities might take place during specific months, or all year.

Activity	Schedule

### 4. Project budget

List your project's activities and costs. Each of the activities or supplies listed in section 3.2 should have a line in the budget. Please attach proof of costs, such as quotes or screenshots, to your application.

Activity	Cost
<b>Total budget</b>	

### 5. Financial management

Explain how you will manage this funding. Who will hold the funds? How will expenses be paid? Who will keep track of costs? Who will be responsible for collecting and keeping the receipts or invoices that will be submitted with your reports?

### 6. Is there anything else you would like to share about your project? What makes it important to you, or your family, or your team?

## Reporting requirements

- You will be required to submit a short mid-term report and a final report (templates will be provided).
- The mid-term report is due halfway through your project. It reports on progress to date and includes invoices for any money spent by this point in the project.
- The final report will describe the overall project and whether goals were met, and will include a financial report that includes any remaining receipts.
- The final report must be submitted within 30 days of the completion of your project.

## TWN Community Society Declaration

- I certify that the information contained in this application is true and correct.
- If any of the information changes in any way, I will notify TWNCS immediately.
- I will use the grant only for the purpose given in this application, and only for the costs listed.
- I understand that if it is used for anything else, TWNCS may request the repayment of the grant.
- I understand that I am required to provide TWNCS with the financial records for the grant.
- I understand that I will have to return any grant funding that is unspent.
- I agree to provide the mid-term, final and financial reports for this project.
- I understand that the decision of the TWNCS is final.

### Applicant

<b>First and last name</b>	
<b>Position in team or group (if applicable)</b>	
<b>Signature</b>	
<b>Supporting person/team/group (if applicable)</b>	
<b>First and last name</b>	
<b>Signature</b>	