

Community Development Funding Application



Group Information	
Name of Organization:	
Address:	
Phone:	
Fax:	
E-Mail:	
Years of Operation	
Number of Members (if applicable):	
Website address (if available):	
Charitable / Non-Profit Organization Registration # (if available):	
Briefly describe what your group does:	
Is your organization a member of ACU?	
If yes, what is your member number? <i>(Membership is not a requirement to receive funding)</i>	

Project Contacts	
<i>Contact #1</i>	
Name:	
Title:	
Phone (work):	
Phone (home):	
Email:	
<i>Contact #2</i>	
Name:	
Title:	
Phone (work):	
Phone (home):	
Email:	

Project Summary	
Title of project:	
Location of project:	
Start Date:	
End Date:	
Please provide a summary of your project, goals and outcomes. Additional information may be attached separately.	

Funding Summary	
Amount Requested:	\$
Amount from other sources (cash and/or in kind):	+ \$
Total Value of Project:	= \$

Sample Budget A – Human Resources							
Human Resources	Costs				Funding Sources		
Services	# of people	Rate	Time (each)	Total Costs	Affinity CU	Cash	Other In-Kind
<i>e.g. volunteer student assistant</i>	1	\$7/hr	40 hrs	\$280			\$280
Sub-Total Budget A							

Sample Budget B – Materials, supplies & Equipment						
Material, Supplies & Equipment	Costs			Funding Sources		
Item	# of Units	Unit Cost	Total Cost	Affinity CU	Cash	Other In Kind
<i>e.g. brochures</i>	500	\$1	\$500	\$250	\$250	
<i>e.g. newspaper ad</i>	2	\$150	\$300			\$300
Sub-Total Budget B			\$	\$	\$	\$

Total Costs and Funding				
	Total Project Costs	Total Affinity CU Funding	Total Cash Donations / Revenue	Total In-Kind Donations
(Add Sub-Totals for Budget A + Budget B)	\$	\$	\$	\$

Other Funding Sources

Please list all funding sources, including government sources (in-kind support can include, for example, donations of equipment, materials, office space, volunteer time and professional services.) If letters of support are available at time of submission, please include – it would be helpful if these letters indicate the cash / fair market value of the contribution made.

Source Name	Contribution Description	Cash	Value of In-Kind	Letter Included
<i>e.g. Western Economic Diversification</i>	<i>Cash Donation</i>	<i>\$250</i>		<i>Yes</i>
Total		\$	\$	

Recognizing Support

Please indicate how Affinity Credit Union will be recognized for its support
(*ie: recognition on event materials, opportunity for Affinity representative to address participants, opportunity for Affinity to promote products and services, etc.*)

Application Checklist

As noted above, with the exception of letters of support, your application must be complete upon submission to be considered for funding. Are all of the following elements included?

- A complete and signed application form, including audited financial statement, budget and funding information.
- If applicable, letters of support from other sponsors (letters may follow at a later date, but should letters be available at the time of submission, please include.)
- Other information, if applicable (project work plan, project evaluation plan.
- If your organization received funding in 2009 from Affinity Credit Union, an Evaluation Report must be included with this application form.

Certification

We certify that the information provided in this application, including all enclosures, is accurate to the best of our knowledge and that we are authorized to sign on behalf of the group.

Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

Credit Union and Privacy legislation prescribe and restrict the use of personal, financial or credit information (Information) without consent. To obtain details about Credit Union policies and procedures for protecting privacy of Information and Customer rights please contact the Credit Union, Attention: Privacy Officer.

**Please email cd@affinitycu.ca to confirm receipt of your application package.
If you would prefer an electronic application, please request by email.**