

# WEST VANCOUVER COMMUNITY GRANTS

Budget and In-Kind Contributions

Organization name:

Grant Purpose: Operating Project (name):

This budget is for the period of:

to

Show cash costs only (do not include non-cash items such as volunteer hours, depreciation and amortization). Support from municipal departments (e.g. Festivals & Events Department, Police, Fire, Engineering, Blue Bus, Permissive Tax Exemptions) should be shown in the text box on page two of this form.

REVENUES	AMOUNT	
	PENDING	CONFIRMED
<b>GOVERNMENT REVENUES</b>		
Municipal Community Grants:		
District of West Vancouver		
District of North Vancouver		
City of North Vancouver		
Provincial Grants:		
Community Gaming Grants		
Other: <b>specify:</b>		
Other: <b>specify:</b>		
Government of Canada		
Federal Employment Programs		
Other: <b>specify:</b>		
Other: <b>specify:</b>		
<b>Total Government Revenues</b>		
<b>EARNED REVENUES</b>		
Ticket admissions/workshop fees		
Fees		
Rental income		
Sponsorship/advertising		
Concession/gift shop/merchandise		
Other: <b>specify:</b>		
<b>Total Earned Revenues</b>		
<b>OTHER REVENUE SOURCES</b>		
Monetary donations:		
Corporate		
Individuals		
Community Foundations Funding		
Endowment Income		
Fundraising Special Events		
Other: <b>specify:</b>		
<b>Total Other Revenues</b>		
<b>TOTAL REVENUES (PENDING &amp; CONFIRMED)</b>		
<b>COMBINED TOTAL REVENUES</b>		

EXPENSES		AMOUNT
<b>ADMINISTRATIVE EXPENSES</b>		
Accounting/legal fees		
Equipment rental/maintenance		
Fundraising costs		
Insurance		
Office rent/storage rent		
Other: <b>specify:</b>		
<b>Total Administrative Expenses</b>		
<b>OPERATING EXPENSES</b>		
Contract fees: <b>specify:</b>		
Salaries		
Employment-related benefits and mandatory employment related costs		
Equipment, materials and supplies: <b>specify:</b>		
Promotion and advertising		
Performance/exhibition/rehearsal space rent		
Sundry charges		
Travel/transportation		
Taxes		
Technical expenses: <b>specify:</b>		
Telecommunications		
Utilities		
Other operating expenses: <b>specify:</b>		
<b>Total Operating Expenses</b>		
<b>TOTAL ALL EXPENSES</b>		
<b>TOTAL ALL REVENUES (from page 1)</b>		
<b>SURPLUS / (DEFICIT)</b>		

Please list all in-kind contributions the organization receives for project or operating costs. (Does not have to be the exact value if not known)

## CONDITIONS OF FUNDING AND SIGNATURES

There are conditions to funding for the District of West Vancouver (DWV) Community Grants Program. Unused funds provided by the DWV for the purposes outlined in the grant application form must be returned. If the application form contains misrepresentations, the full amount of the grant may be repayable to the DWV.

The DWV logo is required on all promotional materials. To obtain official logo graphics please contact: [communications@westvancouver.ca](mailto:communications@westvancouver.ca)

I certify that to the best of my knowledge, the information provided in the DWV Community Grants Program application is accurate and complete and endorsed by the organization which I represent.

I certify that to the best of my knowledge, the organization which I represent is a BC registered society in good standing and is up-to-date with annual report filings.

If our organization receives a DWV Community Grant, we agree to the conditions set out above and to any other conditions approved by Council.

This form must be signed by the Executive Director, Board Chair or Signing Officer.

Name and position:

Email:

Contact phone number:

Signature:

Date:

### Where to send completed forms:

- **by email:** [communitygrants@westvancouver.ca](mailto:communitygrants@westvancouver.ca) (do not include hyperlinks or website addresses with your application)
- **by mail:** West Vancouver Community Centre, attn: Community Grants, 2121 Marine Drive, West Vancouver BC V7V 4Y2
- **in person:** drop off this form, clearly marked Community Grants, to the third floor at the West Vancouver Community Centre, 2121 Marine Drive, West Vancouver