

Guidelines for Funding Requests

The *Stephenville Leisure and Recreation Council Request for Funding Program* is for sport and recreation organizations operating in the Town of Stephenville. Review of applications will be completed during the meeting following receipt of the application

Monies may be utilized for:

- Venue cost
- Equipment/supplies for program/event

Application Details:

Eligibility: Please ensure you complete the application in full. Incomplete, late, or ineligible applications cannot be considered.

Review Process: The review process will be completed during the next scheduled meeting of the Stephenville Leisure and Recreation. All applicants will be informed by email about the status of their application.

Project Completion: Groups/individuals must complete a summary report within one month of project completion. A Summary Report Form will be provided to all successful applicants.

Receipts: All original receipts must be compiled and sent with the final summary report. Any monies not spent as outlined in the project budget must be returned to Stephenville Leisure and Recreation Council at the end of the project.

Failure to comply with the guideline may affect future funding requests from your organization.

Completed Application Forms may be dropped off at the Town of Stephenville Office – Attention - Derek Hayden, Leisure and Recreation Council.

**Stephenville Leisure and Recreation Council
Funding Requests**

Applicant Information

Applicant Name:
Position in Organization:
Address:

Telephone:
Fax:
Email:

Partners: Please list any other partners for this project.

Proposal

Organization Name: _____
Number of Participants in Previous Year: _____
Number of Participants to Register this Year: _____

Please provide a description of your request:

How will the funds be used? Please list items that you require & the expected cost.

| Item | Cost |
|------|------|
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Total Amount Requested: _____

Date Received: _____
Received by: _____
Date Reviewed: _____

Amount Awarded: _____