

NAME OF ORGANIZATION



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Please Refer to Grant Application Guideline.

SECTION 1: YOUR COMPANY INFORMATION

1.1 CONTACT INFORMATION

Company Name

Address

City

Province

Postal Code

Telephone

Fax

Website

Registered Business Number

BC Society Number

Is this application being sponsored by another organization? Yes No

If Yes, please provide details of sponsorship.

Sponsoring Organization's Name

Contact Name

Registration Number

Telephone

Sponsoring Organization's Background



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1.2 ORGANIZATIONAL STRUCTURE

Please list the names of senior personnel and their respective positions.

Name	Position	Telephone	email

1.3 MISSION STATEMENT AND/OR MANDATE



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SECTION 1, CONTINUED

1.4 FINANCIAL INFORMATION

Company Fiscal Year _____ to _____
(MM/DD) (MM/DD)

ATTACHMENTS

- Financial statements for last complete fiscal year
- Operating budget for current year
- Most recent comparative financial report
- Project budget

Is this project budget incorporated into the operating budget for the current year? Yes No

1.5 PAST PROJECTS

Briefly describe past projects your organization has successfully completed.



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SECTION 2: PROJECT INFORMATION

2.1 PROJECT SUMMARY

Organization's Legal Name

Organization's Operating Name (if different from the above)

Project Title

Project Description (Maximum 6 lines)

Amount Requested from The Notary Foundation

Total Project Budget

Project Contact Name and Title

Telephone

email



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SECTION 2, CONTINUED

2.2 PROJECT TIMELINE _____ to _____
(YY/MM/DD) (YY/MM/DD)

2.3 PROJECT BACKGROUND

2.4 GOALS AND OBJECTIVES

2.5 PROJECTED RESULTS



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SECTION 2, CONTINUED

2.6 DESCRIPTION OF PROPOSED STRATEGIES

2.7 EXPLAIN HOW THE PROJECT FITS WITHIN THE NOTARY FOUNDATION'S STATUTORY MANDATE.



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SECTION 3: PROJECT FINANCIAL DETAILS

3.1 PROJECT REVENUE SOURCES

SOURCES OF REVENUE	ASSURED	POTENTIAL	TOTAL	CONTACT	TELEPHONE
Organizations' Contributions					
Cash Fundraising					
In-Kind Gifts					
Volunteer Time: Hours					
The Notary Foundation*					
Other					
Government					
Gaming					
Donations					
Other Foundations					
TOTAL REVENUE					

* Funding request at the discretion of The Notary Foundation



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3.2 PROJECT EXPENDITURE

	DESCRIPTION OF EXPENSE	ASSURED (\$)	POTENTIAL (\$)	TOTAL (\$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.	TOTAL EXPENDITURE			



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SECTION 4: ADDITIONAL PROJECT INFORMATION

4.1 BRIEFLY DESCRIBE ANY COMMUNITY INVOLVEMENT AND/OR COLLABORATION WITH OTHER ORGANIZATIONS.

4.2 PLEASE EXPLAIN HOW YOUR ORGANIZATION WILL EVALUATE PROGRESS AND SPECIFIC GOALS.



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4.3 DISSEMINATION PLAN (WHERE APPLICABLE)

4.4 FUTURE FUNDING PLANS



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SECTION 5: SIGNATURES

DECLARATION

We the undersigned confirm that the information contained in this application and the accompanying documents are true, accurate, and complete. I acknowledge that if this application is approved, I will be required to enter into a formal, legally binding agreement with The Notary Foundation of British Columbia that will outline the terms and conditions of the grant.

SENIOR PERSONNEL

Name

Title

Signed

Date

CHAIR OF THE BOARD

Name

Signed

Date

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