



**The Banff Centre**  
inspiring **creativity**

**Leadership Development**  
**Box 1020, Station 45**  
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FRASER MILNER CASGRAIN LLP

## Funding Grant Application

### NON-PROFIT LEADERSHIP SCHOLARSHIPS

Through the generous support of Fraser Milner Casgrain, The Banff Centre is pleased to offer scholarship discounts for leaders from registered Canadian charities who wish to attend our Leadership Development programs. The scholarships are valued at up to \$2,500 each, to be used towards program tuition. Award recipients will be responsible for any additional costs for tuition, meals, and accommodation, plus applicable taxes. This funding is available for programs starting after September 1, 2010 and completed on or before June 30, 2011 (Further funding opportunities to help defray the cost of your program may be available – please speak to one of our Personal Learning Advisors for more details.)

**To be eligible for this funding you must meet the following criteria:**

1. You must be an employee, officer, director, or designated agent of a registered Canadian charity under the Income Tax Act (Canada).

**Attach with your grant application, on your organization's letterhead, one page outlining:**

1. Your financial contribution to the program, plus that of your organization.
2. The names of other agencies to whom you have applied for funding for this program, and the amounts requested.
3. The minimum amount of funding required from The Banff Centre.
4. The reasons detailing why assistance is required (tell us the amount of your organization's training budget, how many employees are covered by that amount, availability of training in your area).
5. The anticipated benefits you and your organization will derive from your participation in this program.
6. Name of your Supervisor or Board Chair.
7. Your registered charity number with the Canada Revenue Agency (CRA).

I wish to apply for a grant for the following program:

\_\_\_\_\_ on \_\_\_\_\_  
*Program name* *Program date*

**Please ensure your funding request meets all of the above requirements or we cannot consider your request for a funding grant.**

**TERMS AND CONDITIONS**

Once an amount of funding has been allocated to you, it is unavailable for someone else. For this, and additional reasons established by our donors, we have the following conditions attached to all our grant awards.

1. The grant is awarded to the organization sending the individual – payment is applied to the account.
2. The participant must complete the full program.
3. Should the intended participant not be able to attend, substitution by the organization is permitted - provided any pre-course work can be completed, and the person meets the eligibility criteria.
4. A thank you letter outlining the impact of the intended program must be provided to The Banff Centre to forward to the donor within two weeks post-program. Participants receiving this funding must complete the required evaluation process during and at the end of the program, which may include answering 2-3 questions about program impact approximately 4 months after the program.
5. Cancellations (less than 2 weeks prior to program start) and no-shows will result in your organization being ineligible for further grants for the next two years. Regular cancellation penalties will also apply, please check the registration form for details.

I agree to the terms and conditions above, should I receive a grant. **(Note: 2 signatures are required.)**

\_\_\_\_\_  
*Participant signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Supervisor Name & Title*

**Registered Charity Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

## Registration Information

Program Name: \_\_\_\_\_

Program Session Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City / Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Accommodation:

**Please note:** The Banff Centre is a complete non-smoking environment.

I plan to arrive: \_\_\_\_\_ I plan to depart: \_\_\_\_\_

### Payment Options: to be applied *only* upon approval of funding

To retain your place in any of our Leadership Programs, we require a minimum \$500 credit card deposit for the balance of your meals / accommodation when you register. Subsequent payments can be made by cheque or credit card. We accept Visa, MasterCard, and AMEX.

Please charge a \$500 (plus 5% GST) deposit to my credit card

**OR**

Please charge \$ \_\_\_\_\_, plus 5% GST, towards full payment.

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Card Type: \_\_\_\_\_

Signature: \_\_\_\_\_

If your organization is GST exempt, you **must include your exemption letter and GST number** with your registration.

GST Exempt #: \_\_\_\_\_

**Substitution Policy:** If after registering you are unable to attend, we encourage you to substitute another appropriate participant from your organization. To allow time for pre-course work, please make the substitution a minimum of 15 days in advance of the program start date. An administrative fee will apply if new pre-course materials are required.

**Transfer Policy:** If you must change your registration to a future date, a one time transfer will be allowed if received more than 30 days prior to the program start date (otherwise regular cancellation policies will apply). There will be a charge of \$250 to cover administrative costs for the transfer.

**Cancellation Policy:** Due to high program demand and limited number of spaces, The Banff Centre must adhere to a strict cancellation policy. Please note carefully these charges.

- More than 30 days before the start of your program – a \$500 administration fee;
- 15 to 30 days before the start of your program – 50% of your program tuition fee;
- 0 to 14 days before the start of your program – full program tuition fee and 1<sup>st</sup> night's accommodation fee.

I have read and accept the above policies

\_\_\_\_\_  
Sign Here

**\*\*Please Note:** Full payment of both tuition and meals & accommodation must be received by The Banff Centre in advance of the program start.

The personal information on this form will be used for the purposes of registration, evaluation, and to keep you informed about The Banff Centre. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre, and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact Leadership Development, The Banff Centre, Box 1020, Station 45, Banff, Alberta T1L 1H5. Telephone: (403) 762-6449