

## Funding Grant Application

### NON-PROFIT LEADERSHIP SCHOLARSHIPS

Through the generous support of an anonymous donor, The Banff Centre is pleased to offer a limited number of generous scholarships for non-profit leaders from youth-serving and environmental charitable organizations who wish to attend one of our Leadership Development programs. **This funding is available for use on any program running between January 1 and December 1, 2012.** The scholarships represent the cost of tuition for each week-long program, plus 50% of the accommodation and meals package. Award recipients will be responsible for the remaining expenses, plus any applicable taxes. **The application deadline for this funding is November 25, 2011.**

**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 Canadian registered charity under the Income Tax Act (Canada), and your organization must have a substantial focus on either youth or the environment.
2. The annual revenues for the organization you work for must be under \$3,000,000 (based on most recent financial statements).
3. You must be at a mid or upper level management position within the applicant organization.

**Please provide a brief outline of the following information on your organization's letterhead:**

1. Your organization's history, mission, and activities; include a brief outline of the organization's role within the areas of focus (youth or the environment).
2. Your role and responsibilities within the organization, and length of service with the organization.
3. Name of your supervisor or Board chair.

**Also please include:**

1. A registration form, (included at the end of this funding application form). Please note that payment information will NOT be processed until your application for funding is approved.
2. Your resume.
3. Your organization's most recently audited financial statements.
4. Registered charity number with CRA.

**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 of our grant awards.

1. The grant is awarded to the organization sending the individual - payment is applied to the organization's account.
2. The participant must complete the full course.
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. Cancellations (less than 2 weeks prior to course start) and no-shows will result in your organization being ineligible for further grants for the next 2 years.
5. Participants receiving this funding are committed to remain in the employ of the organization as outlined here for at least 6 months after the program ends.
6. Participants receiving this funding must complete the required evaluation process during and at the end of the program, which includes answering 2-3 questions about program impact approximately 4 months after the program.
7. Applications must be received on or before November 25, 2011 and successful applicants will be notified by early December, 2011

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 or 1.800.590.9799.