



# GIRL GUIDES OF CANADA – ALBERTA COUNCIL

## Government Grant Summary Application Form

(Government Grants at the municipal level and below are handled by each Area Council. Please contact your Area Commissioner for guidance)

**Grant Type, Name and Amount requested: please check all applicable boxes**

Government: Type	Name of grant	Amount Requested
------------------	---------------	------------------

- Provincial/territorial \_\_\_\_\_  
 AB  NWT  Yukon  
 Ministry/Department name \_\_\_\_\_
- Federal (Area & above only) \_\_\_\_\_  
 Ministry/Department name \_\_\_\_\_
- Other \_\_\_\_\_

**Name of Group applying for Grant:** \_\_\_\_\_ **Group iMIS #:** \_\_\_\_\_  
 (e.g. 15<sup>th</sup> Wildwood Pathfinder Unit ,1<sup>st</sup> Edmonton Rangers, Chinook Area Council, Yukon Area Council, etc)

**Name of Contact Guider\* for this grant** \_\_\_\_\_ **iMIS#** \_\_\_\_\_  
 (Guider who can speak to questions re this application) *Please print*

**Contact Guider:**  
 E-mail \_\_\_\_\_  
 Daytime telephone: \_\_\_\_\_ cell: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

**Purpose of Grant:**  travel  event  infrastructure  other \_\_\_\_\_  
*Please specify*

Name, Date & Location of travel/event \_\_\_\_\_  
 Number of **GGC members** travelling under this grant: girls \_\_\_\_\_ adults \_\_\_\_\_  
 \*maximum of \$1000/GGC member who travels allowed under AB Council policy

**Please check that all is completed:**

- FR.1 (please attach copy)
- Grant application fully completed with **original signature of legal signing authority for the Area/Council** (in most instances this is the Area Commissioner or Provincial Commissioner)
  - All necessary attachments included  
 (eg: financials/bank statements (signed & dated); budget; quotes/supporting documentation for eligible costs, list of executive with contact info, itinerary, letters of support, etc)
- Copy of minutes from area/provincial council approving grant application (please attach)

- Infrastructure grants may require Provincial/National approvals. Please attach if required.
- On-line applications: **ONLY** Area Commissioner and above may submit on-line applications with exception noted below:  
*(electronic or hard copy with all attachments of any on-line grant applications must be forwarded to provincial fund development office within 10 days)*
  - All** CIP and CFEP grant applications (AB Gov't funding) must go to fund development office for submission *(original signatures needed)*

**Guider Applicant please sign and date:**

As the responsible contact Guider for this grant, I \_\_\_\_\_, understand that by signing this form I have read and agree to abide by the Girl Guides of Canada-Guides du Canada Fundraising Procedures and Guidelines that accompany Policy 01-19-01 –Fund Development as well as those of Girl Guides of Canada-Alberta Council.

As the responsible contact Guider for this grant, I \_\_\_\_\_, agree to notify the provincial fund development office immediately of the notification of receipt or non-receipt of this grant.

As the responsible contact Guider for this grant, I \_\_\_\_\_, agree to submit a full financial report regarding the expenditure of this grant within 30 days of completion of travel/event/project to the relevant grantor, parent Council, adviser (if required) and the provincial fund development office.

Name \_\_\_\_\_ Signature \_\_\_\_\_ iMIS#: \_\_\_\_\_ Date \_\_\_\_\_  
*Please print*

**Approved for submission by:**

Area \_\_\_\_\_ Signature \_\_\_\_\_ iMIS# \_\_\_\_\_ Date \_\_\_\_\_  
 Commissioner *Please print*

Please send application, all attachments, and this form to:

\*may be sent electronically with original signature pages sent by post : [funddev@albertagirlguides.com](mailto:funddev@albertagirlguides.com)

Fund Development Co-ordinator  
 Girl Guides of Canada – Alberta Council  
 11055 – 107 St NW  
 Edmonton, AB T5H 2Z6

- After review, the completed application form will then be forwarded to the appropriate Government department by the provincial fund development co-ordinator *(if required)*
- Please allow at least three weeks before any grant deadlines for processing time by fund development co-ordinator.
- Contact the provincial fund development co-ordinator at any time with questions or for any assistance you may require completing grant applications:  
[funddev@albertagirlguides.com](mailto:funddev@albertagirlguides.com) 780 424 5510 x102

Office Use only: Date Submitted: _____ Date of Response: _____
Amount Received: _____ Financials Rec'd: (date) _____