







Volunteer Recognition Policy Application Form

Please refer to the funding policy for more details on funding criteria and eligibility.

Name of community government:		
Address:		
Community government contact information:		E-mail:
		
Contact person (please provide name and position in community government):		
Alternate Contact person in community government:		
		E-mail:
		

Brief Description of Community Volunteer Recognition Event
Name of the event:
Date of the event:
Participants (indicate numbers, if the people are volunteers of your community government, what function they have, and provide the names of the volunteer organizations if applicable):
Event design descriptions (agenda of event including ceremonies, awards, etc.)



Objectives of this event and how it will encourage and promote community volunteerism (by recognizing or volunteers or volunteer organizations):

Location of event (name of location (venue), whether the location is rented or donated):

What results and benefits do you anticipate for your volunteers, volunteer organizations, and community from hosting this event?

Funding needed to run the event: \$ _____

Funding being requested through the Volunteer Recognition Policy: \$ _____

BUDGET: Provide all revenues and expenses for this event

Revenue

Volunteer Recognition Policy Contribution
Amount (maximum \$1000.00):

Other revenue for this event

(Community contribution, fees, fundraising, etc.):

Total Revenue:

Expenditures

(Materials and supplies, rental of
venue(s), food/catering, etc.):

Total Expenditures:



MACA will send a notice of approval or rejection to the contact provided.

The financial contribution will be issued as reimbursement once the event is finished. The items for reimbursement must be included in this application and comply with the *Volunteer Recognition Policy*. The following documents must be received by MACA within 30 days of completion of the event or by April 30th, whichever date occurs first:

1. a summary report detailing how the funding was utilized using the template provided by MACA;
2. a financial report showing all revenues and expenses, and;
3. original receipts (or scanned PDF copies are acceptable) for any eligible expenses that are claimed for reimbursement.

SIGNATURES

Submitted by: _____ **Date:** _____
Print name and community government

Signature

Please submit this application to:

*Youth and Volunteer Programs Officer
 Municipal and Community Affairs
 600 - 5201 50th Avenue
 Yellowknife, NT X1A 3S9
 Phone: (867) 767 9166 x21109 / Fax: (867) 920 6467
 Email: dawn.moses@gov.nt.ca*

MACA Approval

For office use only

 Print name Title Signature Date

MACA comments: