



2010 - 2011 Volunteer Organization Development Contribution Program

APPLICATION FORM

Please fill out the following form to apply for funding under the *Volunteer Organization Development Contribution Policy*. Feel free to insert more space to describe your proposed event fully.

The Department of Municipal and Community Affairs (MACA) recognizes and supports the voluntary sector in their efforts to help build effective and sustainable communities. Volunteer organizations rely on skilled volunteers and staff to manage their organizations. MACA supports building the capacity of the voluntary sector so they may better carry out their valuable work. MACA encourages volunteer organizations to seek opportunities for organization development and training.

The term *Organization Development Event* means training, workshops, instruction or courses that encourage support and strengthen the capacity of volunteer organizations and volunteers. Please refer to the funding policy for more details on funding criteria and eligibility.

Your application for a financial contribution will be reviewed and assessed on the basis of the following information. Applications must be sent at least 6 weeks before the actual event.

Name of the volunteer organization:		
Address:		
Legal status (for example: registered society, non-profit, NGO, individual):		
Please describe the purpose of the volunteer organization:		
Please describe volunteer organization's structure and provide the names of all officers, board members and executive directors:		
Telephone:	Fax:	E-mail:
Contact person (please provide name and function in volunteer organization):		
Contact information for that person if different from organization's contact.		
Telephone:	Fax:	E-mail:

Brief Description of Event: What is the Organization Development Event you are planning?

(The following questions are intended to help you provide the details that will be considered. Not all questions may be applicable to your event or project.)

Name of the event (name of course, training, workshop etc.):

Date of the event (application must be submitted 6 weeks in advance of the event)

Who will participate? (Indicate numbers, if the people are volunteers of your organization and what function they have. Please indicate if the event will be open for participants outside your organization and provide the names of those organizations.)

What are the objectives of this event and how do they relate to your organization's goals?

Where will the event take place? (In the NWT or outside? If inside, please provide the community name, location, whether the location is rented or donated, etc.; if outside, please provide details)

Who will host the event? (Is it your organization? Will you hire a facilitator or trainer? Is the event hosted by another organization, institution or business? If yes, please provide the name and details.)

What results and benefits do you anticipate for your volunteer organization, volunteers and community?

How much funding is needed to run the event \$ _____

How much funding is being requested through the *Volunteer Organization Development Contribution Program*?

\$ _____

Further budget details must be provided on page 3 of this form.

BUDGET: Provide all revenues and expenses for this event

Revenue

Volunteer Organization Development Contribution
Policy Contribution Amount

Expenditure

(Contracts, program, workshops etc.)

Other Revenues for this event

(Fees, funding sources, fundraising, etc.)

Total Revenue

Total Expenditure

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 Organization Development Contribution Policy*. The following documents must be sent to MACA no later than 60 days after the event has happened:

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 for any eligible expenses that are claimed for reimbursement.

