







Volunteer Organization Development Contribution Application Form

Applications must be sent at least **6 weeks** before the actual event. Please refer to the funding policy for more details on funding criteria and eligibility.

Name of the volunteer organization:		
Address:		
Legal status (for example: registered society, non-profit, NGO, individual):		
Volunteer organization contact information:		
		E-mail:
Contact person & information (please provide name and function in volunteer organization):		
		E-mail:
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:		



Brief Description of Volunteer Organization Development Event

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):

Participants (indicate numbers, if the people are volunteers of your organization, what function they have, if the event will be open for participants outside your organization and provide the names of those organizations if applicable):

Objectives of this event and how they relate to your organization’s goals:

Location of event (if inside the NWT, please provide the community name, location, whether the location is rented or donated, etc.; if outside, please provide details):

Event host (state whether your organization will host the event or if it will be hosted by another organization, institution or business [name them if applicable]; indicate whether you will hire a facilitator or trainer):

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

Funding needed to run the event: \$ _____

Funding being requested through the Volunteer Organization Development Contribution: \$ _____



BUDGET: Provide all revenues and expenses for this event

Revenue

Volunteer Organization Development Contribution

Amount:

Expenditures

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

Other revenue for this event

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

Total Revenue:

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: