



# PETROLIA COMMUNITY FUND

## 2018 Micro Grant Application

### General Information:

**Micro Grants made through the Petrolia Community Fund range in value between 200 and 1000 dollars.** Requests for larger amounts may be considered by the Committee and the Fund Administrator but will require additional documentation and may be directed to the Sarnia Community Foundation's Community Impact Grant Process.

Projects funded must impact the Petrolia area directly. Grants are made on an annual basis. Previous funding does not guarantee additional funds will be granted for the same project or programme.

**5 Copies** of the completed application are to be submitted by **November 30<sup>th</sup>, 2018 at 4 pm** and should be delivered to the  
**Fund Administrator**  
**Sarnia Community Foundation**  
**110-560 Exmouth**  
**Sarnia ON N7T 5P5**

*Grant applications may be delivered to the Town of Petrolia office BUT must be received by the 29<sup>th</sup> of November at 4 pm in that location to ensure delivery by the posted deadline to the Fund Administrator. Envelopes must be sealed and clearly marked to the attention of the Petrolia Community Fund Grant Administrator*

**Emailed and Late submissions will not be considered.**

The following are NOT eligible for micro grants.

- Annual Fund drives
- Travel costs
- Building campaigns
- Debt reduction
- Projects, programs or expenses that will be completed or incurred before December 15<sup>th</sup>, 2018.
- Political activities
- Endowment funds
- Direct religious activities

**MICRO GRANTS will be awarded January 1, 2019 in Petrolia.**

Applicants chosen to receive a grant must:

- Provide any documentation required by the Fund Administrator to prove the grant funds were allocated to the project applied for (e.g. receipts, minutes, bank statement etc.)
- Be available for photos, interviews or any other promotional activities as arranged by the Foundation (e.g. banquets, award ceremonies, media interviews, etc.)
- Acknowledge the Petrolia Community Fund as a funder during the fiscal year in which they receive the grant

By signing the application, the applicant agrees to comply with the expectations of grant recipients detailed in this application and gives The Fund permission to publish grant and agency information related to the grant.

Grant applications, which are not approved, will remain confidential.

The Petrolia Community Fund is administered by the Sarnia Community Foundation.





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Our Organization requests a grant in the amount of \_\_\_\_\_

1. What will the grant will be used for?

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2. If appropriate, how have you planned to continue this initiative?

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3. If funded, how do you intend to recognize the Petrolia Community Fund's support?

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4. Please explain what difference the grant will make to the community.

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***We acknowledge and accept that should our application be approved and funded, the grant will be used for the purposes outlined in this application and for no other purpose, unless permission is sought and obtained in writing in advance from the Petrolia Community Fund Administrator***

***We will undertake to comply with the requirements of the Fund related to evaluation, reporting and publicity for the grant should the application be successful by the dates set out in any approval letter issued to us.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of signing officer

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of individual who prepared the application