



# PETROLIA COMMUNITY FUND

## 2024 Grant Application

### General Information:

**Grants made through the Petrolia Community Fund range in value between 200 and 2000 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 a one-time basis. Previous funding does not guarantee additional funds will be granted for the same project or programme in subsequent years.

**The application must be submitted in both electronic (pdf) and paper format  
by November 30<sup>th</sup>, 2024 at 4 pm as follows:**

The pdf file application must be sent to [office@sarniacommunityfoundation.ca](mailto:office@sarniacommunityfoundation.ca) and reach the Office and Grants Administrator by the time deadline on November 30th

**and**

ONE Paper copy must be delivered to the Fund Administrator (Sarnia Community Foundation)\*  
109 Durand Street, Sarnia ON N7T 5A1

\*The **paper** application 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.

Town staff are NOT involved in the selection process and will not accept emailed submissions.

**All questions should be directed to the Fund Administrator @ 519 332 2588  
Late submissions WILL not be considered.**

The following are NOT eligible for micro grants.

- Annual Fund drives
- Travel costs
- Building campaigns
- Projects, programs or expenses that will be completed or incurred before December 15<sup>th</sup>, 2025.
- Debt reduction
- Political activities
- Endowment funds
- Direct religious activities

**GRANTS will be awarded in January 2025 at the Petrolia City Council meeting.**

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.) This may include speaking to the grant impact in a short video.
- 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, agency information including names 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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Name of Organization Applying \_\_\_\_\_

**Option A**

Our organization is as a (select one):

- Charity, registered with Canada Revenue Agency (CRA)      Date of Registration \_\_\_\_\_  
Our Charitable Registration Number \_\_\_\_\_  
(Format: 12345-6789 RR0001)
- Amateur Athletic Association, registered with Canada Revenue Agency (CRA)  
Registration Number \_\_\_\_\_  
(Format: 12345-6789 RS0001)
- Municipality

**Option B**

We are **NOT** a registered charity but we have established an intermediary relationship with a charity or amateur athletic association that is registered with Canada Revenue Agency (CRA) or with a municipality. **Please note a copy of the board motion establishing the relationship will be required,**

Name of Intermediary Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact at Intermediary & Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Intermediary's Charitable Registration Number \_\_\_\_\_ - \_\_\_\_\_  
(Format: 12345-6789 RR0001)

Intermediary must sign below

.....  
We are aware that this application is being filed and support the project being undertaken.

Signature	Title	Date
This must be someone with the authority to bind the organization.		

Address of Organization applying \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



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

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

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

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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.***

_____	_____	_____	_____
<b>Date</b>	<b>Name (Please Print)</b>	<b>Title</b>	<b>Signature of signing officer</b>
_____	_____	_____	
<b>Name (Please Print)</b>	<b>Title</b>	<b>Signature of individual who prepared the application</b>	



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