**Checklist**

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| Applicant Information |

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| --- | --- |
| Organization Name: |   |

To ensure your application package is complete, please check each of the boxes below and submit this form as the cover sheet for your application package.

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| **Required Documents** |
| Included🗹  | Not Applicable🗹 | Document |
| [ ]  |  | Organization Summary |
| [ ]  |  | Most recent Year End Financial Statement |
| [ ]  |  | Most recent Annual Report (just one per organisation regardless of number of applications submitted) |
| [ ]  |  | Organization’s Proposed Budget for your fiscal year |
| [ ]  | [ ]  | ***Signed*** Operating Grant Application Form |
| [ ]  | [ ]  | ***Signed*** Program Grant Application Form(s) - *Please indicate how many Program Grant Application Forms are included*  |   |
| [ ]  | [ ]  | Annual Accountability Form for grant funds spent in the previous year. |

Please note here any additional documents you have attached:

|  |  |
| --- | --- |
| **Document** | **Comments** |
|   |   |
|   |   |

Only application forms completed in full and will all attachments included will be accepted. No exceptions will be made for late applications.

**You must submit your application package to each municipality to which you are applying for funding.**  *City of North Vancouver:* submit **two** copies of your completed application package.
*Districts of North and West Vancouver*: submit **one** copy of your completed application package.