



Funding Grant Application

NON-PROFIT LEADERSHIP SCHOLARSHIPS

Through the generous support of an anonymous donor, The Banff Centre is pleased to offer a limited number of partial scholarships for non-profit leaders from registered charitable organizations who wish to attend one of our Leadership Development Programs. This funding is not applicable for organizations with a focus on the arts. **This funding is available for use on programs with a start date on or before June 30, 2011.** Your application for financial support will be reviewed and assessed on the basis of receiving the following information.

Attach with your grant application on your organization's letterhead, one page outlining:

1. Your financial contribution to the program plus that of your organization;
2. The names of other agencies you have applied to for funding for this program and the amounts requested;
3. The minimum amount of funding required from The Banff Centre;
4. The reasons detailing why assistance is required (tell us the amount of your organization's training budget, how many employees are covered by that amount, availability of training in your area); and
5. The anticipated benefits you and your organization will derive from your participation in this program.
6. The name of your Supervisor or Board Chair.

Additionally, we require proof that you or your organization qualifies for funding under the following criteria:

1. Employees, officers, directors, or designated agents of a Canadian registered charity under the Income Tax Act (Canada).

I wish to apply for a grant for the following program:

_____ on _____
Program Name *Program date*

Please ensure your one-page funding request meets all of the above requirements or we cannot consider your request for a funding grant.

TERMS AND CONDITIONS

Once an amount of funding has been allocated to you, it is unavailable for someone else. For this and additional reasons established by our donors, we have the following conditions attached to all of our grant awards.

1. The grant is awarded to the organization sending the individual - payment is applied to the account.
2. The participant must complete the full course.
3. Should the intended participant not be able to attend, substitution by the organization is permitted - provided any pre-course work can be completed.
4. A thank you letter outlining the impact of the program attended must be provided to The Banff Centre to forward to the donor within 2 weeks post-program.
5. Cancellations (less than 2 weeks prior to course start) and no-shows to the program selected will result in your organization being ineligible for further grants for the next 2 years. Regular cancellation penalties will also apply, please check the registration form for details.
6. Participants receiving this funding must complete the required evaluation process at the end of the program.

I agree to the terms and conditions above, should I receive a grant. **(Note: 2 signatures are required.)**

Participant signature

Date

Supervisor signature

Date

Print Supervisor Name & Title

Registered Charity Number: _____

Name: _____

Organization: _____

Registration Information

Program Name: _____

Program Session Date: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City / Prov: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Accommodation:

Please note: The Banff Centre is a complete non-smoking environment

I plan to arrive: _____ I plan to depart: _____

Payment Options: to be applied *only* upon approval of funding

To retain your place in any of our Leadership Programs, we require a minimum \$500 credit card deposit for the balance of your meals / accommodation when you register. Subsequent payments can be made by cheque or credit card. We accept Visa, MasterCard, and AMEX.

Please charge a \$500 (plus 5% GST) deposit to my credit card

OR

Please charge \$ _____, plus 5% GST, towards full payment.

Card Number: _____

Expiry Date: _____ Card Type: _____

Signature: _____

If your organization is GST exempt, you **must include your exemption letter and GST number** with your registration.

GST Exempt #: _____

Substitution Policy: If after registering you are unable to attend, we encourage you to substitute another appropriate participant from your organization. To allow time for pre-course work, please make the substitution a minimum of 15 days in advance of the program start date. An administrative fee will apply if new pre-course materials are required.

Transfer Policy: If you must change your registration to a future date, a one time transfer will be allowed if received more than 30 days prior to the program start date (otherwise regular cancellation policies will apply). There will be a charge of \$250 to cover administrative costs for the transfer.

Cancellation Policy: Due to high program demand and limited number of spaces, The Banff Centre must adhere to a strict cancellation policy. Please note carefully these charges.

- More than 30 days before the start of your program – a \$500 administration fee;
- 15 to 30 days before the start of your program – 50% of your program tuition fee;
- 0 to 14 days before the start of your program – full program tuition fee and 1st night's accommodation fee.

I have read and accept the above policies

Sign Here

****Please Note:** Full payment of both tuition and meals & accommodation must be received by The Banff Centre in advance of the program start.

The personal information on this form will be used for the purposes of registration, evaluation, and to keep you informed about The Banff Centre. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre, and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact Leadership Development, The Banff Centre, Box 1020, Station 45, Banff, Alberta T1L 1H5. Telephone: (403) 762-6449 or 1.800.590.9799.