

## Funding Application

Through the generous support of various donors, Banff Centre for Arts and Creativity is pleased to offer a limited number of full and partial funding grants for non-profit leaders.

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 organization's history, mission, and activities, and your role and responsibilities and length of service with the organization.
2. The reasons why assistance is required (e.g., limits in your organization's training budget, how many employees are covered by that amount, availability of training in your area, etc.).
3. Charitable registration number, if applicable.
4. The anticipated benefits you and your organization will derive from your participation in this program.
5. A description of how you anticipate sharing the learning from the program with your team, your organization, and throughout your sector.
6. Name of your Supervisor or Board Chair.
7. Your financial contribution to attendance of a program, plus that of your organization.
8. The names of other agencies to whom you have applied for funding for this program and the amounts requested.
9. The minimum amount of funding required from Banff Centre.

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

\_\_\_\_\_ on \_\_\_\_\_  
*Program Name* *Program date*

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

**Please send completed form to [leadershipadmissions@banffcentre.ca](mailto:leadershipadmissions@banffcentre.ca)**

## 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. Cancellations (less than two weeks prior to course start) and no-shows to the course selected will result in your organization being ineligible for further grants for the next two years. Regular cancellation penalties will also apply; please inquire for details.
5. Participants may be asked to meet with their donor during the program to share their experience.
6. Participants receiving this funding must complete the required evaluation process at the end of the course.
7. Participants must provide donor thank-you letters and post-course requests for testimonials and additional feedback. Participants will also be asked to reflect on the expected benefits and processes, to share their learning, and report on the impact of the course on their leadership and organization.

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

\_\_\_\_\_  
*Participant signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Supervisor Name and 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:** Banff Centre is a completely 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 #:

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**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. For late substitutions, there will be an administrative fee of \$500, subject to GST.

**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 \$500 to cover administrative costs for the transfer. Transfer fees are subject to GST.

**Cancellation Policy:** Due to high course demand and limited number of spaces, Banff Centre must adhere to a strict cancellation policy. Please note carefully these charges. Cancellation fees are subject to GST.

- 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 1<sup>st</sup> night's accommodation fee.

I have read and accept the above policies

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Sign Here

**\*\*Please Note:** Full payment of both tuition and meals & accommodation must be received by 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 Banff Centre for Arts and Creativity. 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 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 Banff Centre, Leadership, Box 1020, Station 45, Banff, Alberta T1L 1H5. Telephone: 1.888.255.6327.