

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

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: _____