



DONATION REQUEST

MUNICIPALITY OF CASSELMAN

Annually, the Municipality of Casselman provides donations to organizations, charities, or other local groups that contribute in one way or another to the well-being of the community. You have until April 15th to submit an application.

Please make sure to fill out the entire document clearly and accurately. Missing information may result in a delay or rejection of the application.

PART A: ORGANIZATION/CHARITY/GROUP

Name of the organization:

Contact person:

Phone number:

Address:

Email:

Website:

PART B: GENERAL INFORMATION

Type of organization (Charitable work, Non-profit organization, etc.):

Registration number:

Incorporated as a non-profit organization? ☐ Yes ☐ No

State the mission, purpose, and goals of the organization:

Mission:

Purpose:

Goals:

PART C: DONATION REQUEST

- ☐ Request for monetary donation

Amount:

- ☐ Request for discounted or free room rental

Room Name:

Time

Date of the Event:

Purpose of the donation

Why are you requesting a donation and how would this funding be used?

Project funding (What other sources of funding have you received?)

- ☐ Provincial and federal government
- ☐ Fundraising
- ☐ Donations
- ☐ United Counties of Prescott and Russell
- ☐ Other sources

Please provide details of the funding received:

PART D: SIGNATURES OF AUTHORIZED OFFICERS

_____ Signature	_____ Name in block letters and position	_____ Date
_____ Signature	_____ Name in block letters and position	_____ Date

***NOTE:** If you require more space to complete the application, please finish your responses on a separate sheet and attach it to the application. All donation requests are subject to Council approval.

You can submit your requests in person, by email, and by mail to the following address:

Municipality of Casselman – Clerk's Office

751 St-Jean, P.O. Box 710

Casselman, ON K0A 1M0

Email: clerk@casselman.ca