



# SCHEDULE "A"

## Donation Policy 2026-01

### APPLICATION FORM

Please note that applications will be reviewed on a quarterly basis. Application intake dates are January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup>.

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#### Organization/Group Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide information about the mandate of your organization or group and what service(s) you provide or plan to provide to the community of Watson Lake:

**Request for Donation**

Please provide a detailed description of the event, program, or project, including the intended target demographic and expected outcome:

Does your event, program, or project take place within municipal boundaries of the Town of Watson Lake?

Yes

No

If not, please explain how your event, program, or project will benefit the broader Watson Lake community:

Please indicate the type of donation you are requesting (choose all that apply):

Cash Donation

Facility Rental Fees

Equipment or Furnishing Rental Fees

In-Kind Contribution

*Please note that there is a maximum cash donation of \$500.00 and a combined maximum donation of \$1,000.00 (cash, in-kind, rental fee waivers)*

Please provide a detailed description of how the donation will be used:

Anticipated start date of event, program, or project: \_\_\_\_\_

Please use this space to provide any additional information that may be useful to Mayor and Council during your application review. This may include additional information about your organization, the total cost of the event, project, or program, and/or community outreach and support.

**By signing below, the applicant acknowledges and agrees to the following:**

- The applicants meet are eligibility requirements outlined in the Donation Policy.
- The donation will be expended as detailed in the application.
- Mayor and Council reserves the right to postpone a donation request decision if more information is required and may request that a representative attend a Town Council meeting to answer any questions pertaining to the donation request.
- Town Council reserves the right to monitor activities to which the donations are allocated. Misuse of donated funds or items shall result in the recipient being ineligible for future donations.

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date