



Sudbury Kinsmen 35th Showcase Sweepstakes 2018 Recipient Charity Application Form

Application postmarked deadline of October 31st 2017 as stamped by Canada Post. It is strongly suggested that to ensure your application was received you send it signature required. Incomplete applications will be rejected and emailed or hand delivered applications will not be accepted.

Please mail 4 copies of completed application to: Kinsmen Club of Sudbury Showcase Sweepstakes, PO Box 851, Station B, Sudbury ON, P3E 4S1.

All information obtained will remain confidential. If there are any areas of this application form that you are having problems with please send us an email to contactus@sudburykinsmen.ca

Please complete the following questions;

1. Full legal name of charity plus;
 - a. mission statement
 - b. mailing address, contact person with job title, telephone number & email address
 - c. website address

2. A detailed description of what you do for/in the community plus;
 - a. your CRA registered charity number
 - b. list of current board of directors (if none then member names)
 - c. most recent AGM minutes (if none then latest meeting minutes)

3. A copy of your latest audited financial statements (if not audited please explain why), plus ;
 - a. Overall agency working/current operating budget
 - b. staff breakdown
 - i. number of full time staff
 - ii. number of part time staff
 - iii. numbers of volunteers

4. How much are you requesting and for what specific purpose. Provide full details identifying use of requested funding, i.e. special projects/programs/events, capital campaign, daily operation/staff funding, etc.

Each selected charity will be required to attend a mandatory meeting in June, assist with stuffing envelopes for mail out campaign in August, assist with putting up & or taking down signage, September/November and assist one weekend (up to 4 days) with volunteers at the showcase home. Failure to attend any of the above can result in your charity being removed as a recipient.

Thank you for completing the 2018 application form for the 35th Kinsmen Club of Sudbury Showcase Sweepstakes. Should we require further information or wish to have you speak with the membership we will so advise.

Applicants will receive notification by May 31st 2018.

