



# Sudbury Kinsmen 36<sup>th</sup> Showcase Sweepstakes 2019 Recipient Charity Application Form

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**Application must be sent via Canada Post only with a postmarked stamped deadline of October 31<sup>st</sup> 2018 as stamped by Canada Post. Application must be sent signature required. Incomplete or late applications will be rejected and emailed or hand delivered applications will not be accepted.**

Following the above directions 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 an email to [contactus@sudburykinsmen.ca](mailto: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), 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 request, i.e. special projects/programs/events, capital campaign, daily operation/staff funding, etc.
5. Tell us how the community is benefiting from what you do?
6. How would you assist the Sudbury Kinsmen with promotion of the Showcase home?

Each selected charity will be required to attend a mandatory meeting, plus assist with: stuffing envelopes for mail out campaign in August/September: putting up & or taking down signage, September/November: with volunteers at the showcase home on assigned dates.

Failure to attend any of the above can result in your charity being removed as a recipient.

Thank you for completing the 2019 application form for the 36th Sudbury Kinsmen Showcase Sweepstakes. Should we require further information or wish to have you speak with the membership we will so advise.

Applicants will receive selection notification by May 31<sup>st</sup> 2019.

*Join us to Grow, Learn, Make Friends and Have Fun*