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## Community Organization Application for Funding

**Before completing the form, please review the following guidelines below:**

Please note that the Committee **DOES NOT** provide donations for:

- specific neighborhood park development and revitalization efforts,
- employer operations
- intergovernmental partnerships
- rent or renovation costs to rental property
- auditing or legal fees
- capital projects/costs/computer equipment – exceptions directly related to program costs may be considered, exceptional circumstances may also be considered by the Committee
- honorariums for volunteers
- staff salaries/honorariums
- programs that exclusively benefit the membership of a specific organization or a specific small group of people and that cannot reasonably be made available to a broader community of citizens
- community leagues
- places of worship
- annual meeting expenses
- individual Union members or groups of Union members for personal fundraising efforts. The only exception will be support to members representing CSU 52 in fundraising efforts. The only exception would be participation endorsed by CSU 52. That representation must be requested, reviewed and approved by the Board of Directors.

**Do NOT alter any part of this form. Altered forms will NOT be accepted. If additional space is required, please provide attachments.**

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**1.** Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_  
Contact Person's Position in Organization: \_\_\_\_\_  
Organization's Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**2.** This organization is a:  
 Registered Charitable Organization Charitable Tax # \_\_\_\_\_  
 Incorporated Non-profit Society Registration # \_\_\_\_\_  
 Other (please elaborate): \_\_\_\_\_  
\_\_\_\_\_

**3. a)** Has the organization previously received a donation from the Union 52 Benevolent Society?  
 Yes  No  
**b)** If no, how did you hear about the Union 52 Benevolent Society?

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**5. BUDGET **\*\*REQUIRED\*\*****

a) Indicate the amount requested from the Union 52 Benevolent Society: \$\_\_\_\_\_.

b) Please attach a detailed budget reflecting the intended use of the monies requested in the question above. An example of what is required appears below:

Eg. **Amount requested : \$ 2,000**

BUDGET

Copying/Printing	\$ 500
Transportation	\$ 500
Client Meals	\$ 1,000
<b>TOTAL</b>	<b>\$2,000</b>

c) Is Union 52 Benevolent Society is the sole funder for this project/request? If not, please identify the other funders.

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**6.** How does the organization support the labour movement?

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**7.** Is the organization affiliated with any other agencies and/or organizations? If so, please describe.

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**8.** What percentage of donations to the organization

a) stay within the Edmonton region? \_\_\_\_\_%    b) is used for administration? \_\_\_\_\_%

9. Is any percentage of the Union 52 Benevolent Society's donation being used to pay professional fundraisers?

Yes

No

If yes, what percentage? \_\_\_\_\_%

10. Please attach the following items in your application:

Organization's vision, mission and goals

Organizational structure

Copy of the last audited financial statement

General programming information

Any relevant newsletters, brochures, information packages or additional information

**Please sign and date below, and return this original application to the attention of the Union 52 Benevolent Society, Members & Community Support Committee at the above address.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Position: \_\_\_\_\_

**APPLICATIONS ARE REVIEWED BY THE COMMITTEE  
THREE TIMES A YEAR. THEY MUST BE RECEIVED  
ON OR BEFORE MARCH 31, JUNE 30, AND SEPTEMBER 30.**