# **Association Funds Account Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area: |  | | | | | | | | | | |
|  | | | | | |  | | | |  | |
| Details of staff person making this application: | | | | | |  | | | |  | |
|  | | | / |  | | | |  | | |  |
|  | | (Name) | | | | | (position) | | | | |
|  | | | | | /    / 20 | | | | | | |
| (Signature) | | | | | | | | | Date | | |

**Outline of Project, Service, or Activity** (purpose for the funding request):

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
| How many people (service users) will benefit directly from the project, service, or activity? |  |
|  | | |

**Finance Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Amount Requested **(excluding GST)** | | | | $ | |
| List of individual items being applied for in priority order (if applicable): | | | | | |
| 1. | | | | $ | |
| 2. | | | | $ | |
| 3. | | | | $ | |
| 4. | | | | $ | |
| Other: | | | | $ | |
| **Total** |  | | $ | |
| Has the project, service, or activity been funded before? | | Y  N | | | |
| Does this application cover the full cost of the project, service or activity? | | Y  N | | | |
| If no, please provide details of other funding sources: | | | | | |
|  | | | | | |
|  | | | | | |
| Two (2) written quotes are to be attached to this application form if the request involves the purchase of assets over $500 **(excluding GST)** | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Endorsement from IDEA Services Area Manager:** | | | |
| **Name:** |  | | |
| *Signature:* |  | Date:    /    / 20 | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Association Status:** | | | |
| *Please circle one* | **ACTIVE** | **IN RECESS** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval:** | | | |
| **Approved** *(please circle)* | **Yes** | **No** | |
| *If no, please provide reason:* |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved Association Chair**  *If Association is active and application less than $10,000* | *Signed:* | | Date:    /    / 20 |
| **Approved General Manager Corporate Services**  *If Association is active or in recess and application less than $20,000* | *Signed* : | | Date:    /    / 20 |
| **Approved Chief Executive**  *If Association is active or in recess and application less than $50,000* | *Signed* : | | Date:    /    / 20 |
| **Approved IHC Board**  *Applications over $50,000* | Board Minute attached | Date of meeting:    /    / 20 | |