

The following guidelines have been established by the South Branch Community Fund Committee. These guidelines are to help applicants in submitting an application that best represents the intent of the South Branch Community Fund.

Applicants are encouraged to speak to members of the committee if they have any questions or concerns while filling out an application.

APPLICATION GUIDELINES

1. Successful applicants will not receive a cheque or cash in the amount awarded. Applicants will be required to submit project receipts and will be reimbursed for expenses incurred.
2. Successful applicants will have one full year (365 days), from the time the funds are awarded to submit the necessary documents in order to be reimbursed. Failure to submit within the one year time period will nullify the awarded funds and the applicant will be asked to resubmit an application.
3. Discrepancies between costs incurred and what was approved in an application will be discussed by the South Branch Community Fund Committee. A recommended action will be provided to Council for final approval.
4. The following requests from a business or private property will not be approved by the South Branch Committee:
 - Capital Expenditures
 - Renovations to a property or building
 - Rent or Utilities
5. Applicants who submit a proposal exceeding the amount of funds available, at the time of application, will be asked to outline what will be done to cover the balance of the costs. Examples include:
 - a. Fundraising
 - b. Grants
 - c. Use of future South Branch Funds
 - d. Request to Council for use of Municipal Funds
6. The South Branch Community Fund Committee will work with any applicant should there be questions or concerns surrounding the application that has been submitted.