

Veteran Support Partnership Program Application Form



Application Checklist

Please put a check mark beside each document you enclose and include this sheet with your application. **Your application must include:**

- A signed original of your application
- Details of project budget, quotes, current and future funding as specified in Part D
- Outline, excerpt, or example of previous work
- Letters of support (if applicable)
- Copy of registered charitable organization status (if applicable)
- Other – please specify: _____

Instructions:

- If you need assistance with your application, please contact The Royal Canadian Legion – Poppy and Remembrance Committee.
- Fill out all sections of the application form, sign and date it.
- Ensure budget information is complete and calculated correctly.
- **Applications must be received and deemed complete by The Royal Canadian Legion at least three (3) months before the date of the proposed project/event to allow for processing and notification of funding.**
- If you do not have enough space to answer a question, please attach a separate sheet.
- Initial all corrections you make.
- Keep a copy of your application for your records.

PART A: Applicant Organization – Contact Information

Name of Organization: _____

Organizations Status: Profit Non Profit | Registered Charitable Number: _____ GST number: _____

Name of Contact Person: _____

Name of the person(s) authorized by bylaw or constitution of the organization to sign financial agreements: _____

Preferred language of communication: English French | Telephone number: _____

Mailing address: _____ City: _____

Province or territory: _____ Postal Code: _____ Email address: _____

Organization Website (if applicable): _____

PART B: Applicant Organization Previous Funding

Has your organization previously received Poppy Trust Funds from The Royal Canadian Legion? Yes No

If yes, at what level? Branch Provincial Command Dominion Command

Please explain: _____

Date of project: _____ Funding amount: _____

Provide a brief description of the funded project(s): If you have received previous funding on more than one occasion, attach description (s).

PART C: Request for Funding - Project Information

Title of project: _____

Location of project – address: _____

Requested funding start date: _____ Requested funding completion date: _____

Date of event (if applicable): _____

Nature of project: Learning Veteran's Activity Support Function Other (specify): _____

Describe the project. How will this project support Veterans and/or their families? How will it engage Veterans?
(Please attach a separate sheet if necessary).

Number of Veterans (retired) involved: _____ Number of Veterans (serving) involved: _____

Number of Veteran family members involved: _____

Other: _____

How will this project be promoted? (Outline how your organization will ensure that the project is well publicized to the Veteran community)

If applicable outline how Veterans or their families are selected to attend this program.

How will you determine that you have successfully achieved your planned outcome(s)? NOTE: A final report must be submitted at the conclusion of this project. The report will enable the organization to fulfil its obligation of accountability to The Royal Canadian Legion.

PART E: Attestation

To be considered for funding, all boxes must be checked.

I hereby attest that:

- The information contained in this application is accurate and complete. If there is a change in authorized signatory(ies) and/or their contact information, the organization will notify the appropriate level of the Royal Canadian Legion.
- Legion funding may be used only for the purposes specified in this application. Once the Legion has agreed to provide financial assistance, no change can be made to the project without Legion approval (the Legion shall determine what constitutes a change).
- Funds not used for the specified purposes must be returned to the Legion.
- The Organization, by its authorized agents, consents and authorizes the Legion to disclose any information received in the application within the Legion or to outside entities for the following purposes: to reach a decision on this application, and to administer, monitor, and evaluate the project after completion. The disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other program of the Legion.
- The Organization will take all necessary actions to maintain itself in good standing, to preserve its legal capacity and to inform the Legion without delay of any failure to do so.
- The Organization will comply with all applicable provincial/territorial and federal legislation.
- The Organization will provide the required amount of liability insurance in regard to the proposed project.
- The Organization will obtain all the necessary authorities, permits, licences and consents to undertake the proposed project and, if required, will provide them to the Legion.
- The Legion retains the right to establish the communications roles and responsibilities of the parties involved, with respect to official languages, corporate identity, visibility, publishing, marketing and promotional activities.
- The Legion and its employees and agents shall not be held liable for any injury, including death to any person, or for any loss or damages to property incurred or suffered by the Organization or its employees, agents or voluntary workers in carrying out the Project.
- The Organization shall indemnify and save harmless the Legion and its employees from and against all claims, losses, damages and costs attributable to any injury or to death or a person or damage to or loss of property arising on the part of the Organization or its employees, agents or voluntary workers in carrying out the Project.
- The Organization agrees that no agency relationship will result from the Legion contributing toward the activities funded.
- The Organization agrees to submit a final report, and where required, financial accounting, to allow the Legion to evaluate the activities funded.
- This application constitutes a legally binding agreement between the Organization and The Royal Canadian Legion and is effective the date the funding is approved by the Legion.

Name of the person authorized to sign for the organization (print)

Title

Signature

Date

PART F: Document Checklist

Please put a check beside each document you enclose and include these with your application. Your application must include:

- Completed and signed application and attestation.
- Completed project budget expenses and revenues.
- Other (as applicable)

Mail to:

Poppy and Remembrance Committee
The Royal Canadian Legion Dominion Command
86 Aird Place
Ottawa, ON
K2L 0A1