







FUNDING REQUEST

The Public Health Department receives many requests every year for funding from individuals, sports teams, and organizations. These requests vary from assistance with tournaments, new uniforms, sports materials/equipment, etc.

Funding requests will now follow the process as outlined below:

-  Complete Funding Request form and submit to Public Health.
-  Public Health will review the request and make a decision.
-  Requestor will be informed and request will be submitted to Executive Council, if supported.
-  The final decision will be communicated to the requestor.

Checklist for Funding Requests:

- I have quotations/invoices to support my Funding Request
- I have completed my Funding Request form (attached below)
- I have submitted my Funding Request to publichealth@sabagov.nl



FUNDING REQUEST

Date of Submission: _____ Amount Requested: \$ _____

Name of Submitter: _____

Phone #: _____ Email: _____

Subject:

Are you requesting: as an **Individual**? on behalf of a **Team/Organization**?

What are you requesting funding for?

Who is your target audience?



FUNDING REQUEST

What value does it add to the community?

What have you done so far to raise funds?

How have you shown dedication to this area of interest?



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How do you intend to manage these funds? Please show a budget and attach any invoices.

If you are requesting funding for an **event**, please complete the following section:

Is a permit required? Yes No

Is this an urgent request? Yes No

(A request is considered urgent when it is received 2 weeks prior to the event)

How do you plan to market/promote the event? _____

If there are any other supporting documents please attach them.

Email completed request form to publichealth@sabagov.nl