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| A logo with text and flowers  Description automatically generated | **Community Grant Program**  **Review Form (for Administration)** |

**Application completeness:**

1. **Date of application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Has all the required information been submitted? Yes\_\_\_ No\_\_\_**

**If not and the window for application is still open, please contact the applicant. If complete, skip to point 4.**

1. **Date of completed application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Is the organization existing \_\_\_ or new \_\_\_**
3. **Is the organization involved in an area supported by this grant program? Yes\_\_\_ No\_\_\_**

**Financial information:**

1. **Does the applicant have partner(s)/volunteers? Yes\_\_\_ No\_\_\_**
2. **Are there other potential sources of funding besides the applicant and the Town? Yes\_\_\_ No\_\_\_**
3. **Is the Grant Funding vital to the initiative? Yes\_\_\_ No\_\_\_**

**Other information:**

1. **Date at which the RFD will be presented to Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Notification to the client of presentation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_ email \_\_\_ phone \_\_\_ in-person**