

Group Ratification & Funding Requests

Town of Witless Bay

The Town Council of Witless Bay will only support duly ratified groups, societies, clubs and associations.

Conditions & Criteria for Ratification

In order to be ratified, the Group must have a clearly defined purpose that does not conflict with the Mission, Vision or Values statements of Council. The group must intend to carry out activities that do not infringe any federal, provincial, municipal or other regulations and which will not interfere with the business of the Town. The group must not infringe on the rights and privileges of others, including the rights of privacy and of freedom of expression. At least 20% of ratified groups' membership must be residents of Witless Bay. If this last condition is not met, the group must be able to demonstrate that a minimum of 20% of the group's activities directly benefit the Town of Witless Bay and its residents.

Use of Funds

In order to receive funds from Council, the group must have been ratified by Witless Bay's Town Council. The group must hold a bank account in the legal name of the group, and must not have any outstanding debts with Council.

Funds must be used towards serving the residents of Witless Bay. Funds must not be used for the private use of a few individuals. Council will not disburse funds for direct donation to charity, the cost of alcohol served at any event, or the day-to-day administrative costs of an organization. Any group receiving funds from Council must list the Town of Witless Bay as a sponsor in all advertising for the event or project for which the group received funding.

Applications for financial support will be evaluated according to the following criteria:

- Does the intent of the support requested fit within Council's mandate?
- How do the support requested contribute to the success of the group's event or project?
- How do residents of Witless Bay benefit from the event or project?
- How much external fundraising has the Group done?

Approval or rejection of funding requests is at the discretion of the Finance Committee, subject to approval of Council

Group Ratification Form

Witless Bay Town Council

Group name: _____

Mailing Address: _____

Web Address URL (if applicable): _____

Group Facebook Page (if applicable): _____

Other electronic presence (if applicable): _____

Total number of members: _____ Number of members residing in Witless Bay: _____

Contact information *(Executive members)*

Name: _____ Position: _____

(e.g. President, Vice-President, CEO, Secretary, Treasurer, etc.)

Phone #: _____ ; _____ Email: _____

Name: _____ Position: _____

(e.g. President, Vice-President, CEO, Secretary, Treasurer, etc.)

Phone #: _____ ; _____ Email: _____

Name: _____ Position: _____

(e.g. President, Vice-President, CEO, Secretary, Treasurer, etc.)

Phone #: _____ ; _____ Email: _____

Describe the group, its purposes, and its objectives: _____

Describe the group's activities and how they benefit residents of Witless Bay: _____

Funding Request Form

Witless Bay Town Council

Ratified group's name: _____

Mailing Address: _____

Contact Name: _____ Position: _____

(e.g. President, Vice-President, CEO, Secretary, Treasurer, etc.)

Phone #: _____ ; _____ Email: _____

What is the intent of the support requested? _____

How will the support requested contribute to the success of the group's event or project? _____

How will residents of Witless Bay benefit from the event or project? _____

How much external fundraising has the Group done? _____

Total number of members TODAY: _____ Number of members residing in Witless Bay: _____