

**Royal Canadian Legion, Branch #239**  
**Guidelines for Donations**

**Statement:**

The Royal Canadian Legion, Branch #239 will normally utilize proceeds from their lottery funds to provide donations towards activities that positively benefit youth, seniors and veterans.

**Eligibility Criteria:**

Local residents and non-profit organizations are eligible to receive donations providing that the donation will benefit youth, seniors and/or veterans. The definition of a youth is a person aged 21 years or less and a senior is a person aged 55 years or older.

Requests for donations to assist with travel or registration costs to attend a function, tournament or event will normally be limited to a maximum of \$2,000.00 per function, tournament or event. If the request is approved, the Branch may request the recipient to provide a detailed trip report upon their return from the function, tournament or event.

Requests to assist with costs associated with attending school are not eligible for funding.

**Exemptions:**

Donations can be approved towards projects that are sanctioned by the Royal Canadian legion and/or the Canadian Armed Forces even though they may not directly benefit youth, seniors and veterans.

Donations can be approved to Branch Members to assist during a time of need, an emergency or a family crisis.

Donations can be approved to Branch Members up to \$500.00, with receipts, to cover expenses for Legion sporting events (this was a Motion made and approved at the March 16, 2010 General Meeting). That Branch Members requesting money for sports travel attend a total of five (5) Legion activities and/or volunteer activities (this motion was made and approved at the March 20, 2007 General Meeting).

**Application Process:**

- 1.) Submit an "Application for Donations" form to the President, RCL, Branch 239, Box 280, Fort Smith, NT, X0E 0P0
- 2.) You will be notified to the eligibility of your request and if eligible you will be requested to present your application at a General Meeting of the membership of the Royal Canadian Legion, Branch #239. General Meetings are held at the Branch every third Tuesday of the month except for the months of July and August. A decision on your request will be made at that meeting.

**Royal Canadian Legion, Branch #239**  
**Application Form for Donations**

1) Name of Applicant: \_\_\_\_\_

2) Purpose of Donations: \_\_\_\_\_  
 \_\_\_\_\_

3) List the Youth, Senior and/or Veterans that the donation will benefit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4) What are the expenses/costs associated with your request (please list):

<u>Travel Costs, Equipment, Supplies, Etc.</u>	<u>Amount (\$'s)</u>
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Costs</b>	<b>\$</b>

5) What amount of donation are you requesting:     \$ \_\_\_\_\_

6) Have you received funding from any other organization? If so, whom and how much?

<u>Organization</u>	<u>Amount Received</u>
	\$
	\$
	\$
<b>Total Received</b>	<b>\$</b>

7) Has any fundraising been done and if so, how much has been raised?

<u>Type of Fundraising</u>	<u>Amount Raised</u>
	\$
	\$
	\$
<b>Total Amount Raised</b>	<b>\$</b>

8) If you are a club or organization do your members pay a fee and if so, how much?  
 \$ \_\_\_\_\_