



Free Use of Facilities Grant Application Form

Prior to applying, Applicants shall (please check to confirm):

- ☐ Review the Free Use of Facilities Grants Policy in full.
- ☐ Consult with the Recreation Clerk to obtain additional information or clarity regarding the application process, facility availability and obtain the facility rental costs.

All applications can be dropped off at WJ Henderson Recreation Centre, 322 Amherst Drive, Amherstview or emailed to bookings@loyalist.ca.

*Organization Information		
Organization Name:		Telephone:
Address:		
Primary Contact		
Name:	Position:	Telephone and Email:
Secondary Contact		
Name:	Position:	Telephone and Email:

*Describe the target group served by your organization. Is the event open to the public? Residents and non-residents?
*Provide your organization mandate or mission statement.

***Provide a description of the services and programs offered by your organization and the geographical area served.**

What facility or building are you looking to rent? Describe the type of booking (One-time use/weekly/special event). Include the start and end date of the event or season.

***Grant Request (maximum request of \$1,500.00):**

***Describe the proposed program or event in detail.**

***How many participants will use the facility or attend the event?**

***Are you requesting additional in-kind services or funds from the Township as part of your total Grant Request?** ☐ No ☐ Yes

***Describe any other sources of funding for this program or event.**

Participant registration fees \$
Fundraising initiatives \$
Donations/sponsorships \$
Grants from other organizations/governments \$
Organizational reserves \$
Other donations of good/services \$

