



**Ukrainian Canadian Professional and Business Association  
of Calgary (UCPBA Calgary)**

P.O. Box 52003, RPO Edmonton Trail NW

Calgary, Alberta

T2E 8K9

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[www.ucpbacalgary.ca](http://www.ucpbacalgary.ca)

## PROJECT OR CAPITAL EXPENDITURE DONATION APPLICATION

**IMPORTANT NOTES:**

- Do not leave any sections unanswered. If a particular question does not apply to your project, type "N/A".
- UCPBA Calgary will not provide any donations before receiving the **original hard copy** of the **filled-out** and **signed** application form and supporting documents. Please, adjust your timing accordingly: allow for mail delivery, etc.
- It is recommended to send the filled-out form to the UCPBA Calgary via email for review **before** the hard copy of the application is sent. This way, we can advise you of any necessary corrections and thus avoid resubmitting.

### Section I: APPLICANT INFORMATION

**1. Name of the Organization**


**2. Address** (include province and country if outside of Alberta or Canada)

City:		Postal Code:	
Phone:		Fax:	
Webpage (if applicable) or email:			

**3. Contact Person for this Application**

Name:			
Address (if different from above)			
City:		Postal Code:	
Email:		Phone:	

**4. Organizational Information**

**a. Executive Officers**

President:		Phone:	
Address			
Treasurer:		Phone:	
Address			

**b. Start of the Organization's operations** (Month/Year)

**c. Objectives of the Organization**


**5. Has the Organization previously applied to UCPBA Calgary for a donation?** Yes  No

**6. If Yes, complete details below for up to five most recent applications**

Date applied	Amount received	Name of the Project	Date of final report

**7. Sources of the Organization’s revenues (fundraisers, donations, etc.)**


**8. Alberta Gaming and Liquor Commission charitable number (if applicable):**

**Section II: PROJECT DESCRIPTION**

**9. Project Details**

**a. Title of the project**


**b. Description and Objectives of the project (attach separate sheet if insufficient space)**


**c. Describe how you plan to implement the project (attach separate sheet if insufficient space)**


**d. Work implemented to date** (attach separate sheet if insufficient space)


**e. Describe the community and/or professional support which will be extended to the project**


**f. Anticipated commencement date of the project** (dd/mm/yyyy)

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**g. Anticipated end date of the project** (dd/mm/yyyy)

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**Section III: PROJECT BUDGET**

**10. Requested Donation Amount from UCPBA Calgary** (in \$Cdn):

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**11. Provide general breakdown for the use of the requested UCPBA Calgary funds:**

	Expenditure description	Expenditure amount
1		
2		
3		
4		
5		
6		
<b>UCPBA Calgary Donation Total</b> (should equal the amount in Question 10 above):		

**12. Total Project Budget** (in \$Cdn):

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**13. Sources of Project Funding** (other donations applied for, own funds, etc.) Indicate status: received, pending, secured, applied, etc.

	Source of funding	Status	Amount
1	UCPBA Calgary Donation	applied	
2			
3			
4			
5			
6			
<b>Total Project Budget</b> (should equal the amount in Question 12 above):			

**Section IV: SUPPORTING DOCUMENTS AND DECLARATION**

**14. Attach the following to your application (check all that apply):**

- |  |                          |
|--|--------------------------|
|  | Included                 |
| a. Organization’s constitution and by-laws   | <input type="checkbox"/> |
| b. Financial statement approved at the last annual meeting   | <input type="checkbox"/> |
| c. Copy of the charitable number with authorizing signature (if applicable)  | <input type="checkbox"/> |
| d. Report on the status of any <u>unfinished projects</u> (at the time of the present Application) funded by UCPBA Calgary as listed in Question 6 above | <input type="checkbox"/> |

**15. Acknowledgement of Project Donation (must check “Agree” in all 4 boxes to apply):**

- |   |                          |
|---|--------------------------|
|   | Agree                    |
| a. The recipient will acknowledge the donation received from UCPBA Calgary  | <input type="checkbox"/> |
| b. The support of UCPBA Calgary must be acknowledged in all publicity related to the project  | <input type="checkbox"/> |
| c. UCPBA Calgary reserves the right to publicize all projects and recipients  | <input type="checkbox"/> |
| d. Upon completion of the project, a final report and financial statement must be filed with UCPBA Calgary. Failure to do so will result in no further funding from UCPBA Calgary | <input type="checkbox"/> |

**16. Provisions to Assistance by UCPBA Calgary (please read carefully):**

- a. Only one application per project may be submitted and must be in advance of the starting date of the project or the date of the capital expenditures
- b. Donation amount will be determined based on the availability of funds and the merits of the project
- c. The decision of UCPBA Calgary will be final
- d. After a decision on the Application has been made, applicants will be notified in writing within 30 days

**17. Declaration (to be signed by two executive officers):**

**We certify that to the best of our knowledge, the information provided in this application is accurate and complete. We have read and understand the UCPBA Calgary Donations Guidelines.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Executive position</i>	<i>Signature</i>	<i>Name (please print)</i>	<i>Date</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Executive position</i>	<i>Signature</i>	<i>Name (please print)</i>	<i>Date</i>

Do not write in the area below (for UCPBA Calgary Donations Committee use ONLY)

Requested	<input type="text"/>	out of	<input type="text"/>	Share	<input type="text"/>
Received on	<input type="text"/>	Voted on	<input type="text"/>	Amount	<input type="text"/>