



**Schedule A  
Sponsorship Request**

**APPLICATION FORM  
For the  
Town of High Prairie**

The contents of this application are considered public information and may be released upon request.

Legal Name of Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Registered Society: Yes  No

Society Registration Number: \_\_\_\_\_

Is your society in good standing with the Registrar: Yes  No

Total Request (in dollars): \$ \_\_\_\_\_

Which of the below items best describes your proposal (Check all that apply):

- Event Program Capital Project
- Arts and Culture Recreation and Sports
- Environmental, Social and Educational
- Other: \_\_\_\_\_

Participants/beneficiaries will primarily be:

- Youth
- Seniors
- Disadvantaged Persons
- Arts and Culture Recreation and Sports
- Environmental, Social and Educational

**Declarations**

I hereby declare that if our organization is successful in obtaining funding from the Town of High Prairie that we give the Town of High prairie the right to review the project or event for which the monies were obtained to ascertain whether monies received were used for the stated purpose(s) set out in this application.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_



**General Information**

1. Describe the operation and history of your organization:
2. Describe the specific activity to which the sponsorship would be applied:
3. List any organizations with whom you will collaborate or partner in the event or project and the contribution of each partner.
4. Please indicate how your organization will recognize the Town of High Prairie's contribution to your project or event.
5. Provide a budget with revenues & expenses for the project
6. What is the completion date of the project?
7. Please list any assistance your organization has received from the Town of High Prairie in the previous years.

**All applicants seeking assistance greater than \$1,000.00 must provide:**

In the event that the full amount of the assistance is not used for the purpose stated on the application or is no longer required for the project or event described, remaining funds must be returned to the Treasurer of the Town of High Prairie.

Initial to acknowledge: \_\_\_\_\_

The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or event for which assistance is provided and will submit them at the conclusion of the initiative along with an evaluation report. The report is a full description of the implementation of the project or event. Details should include how many individuals accessed or participated in the activity and what the benefits were to the community. The evaluation report should be received by the Town within 30 days of the conclusion of the project or event.



**POLICY NO. 46-2021  
Sponsorship Policy  
Town of High Prairie**

No further request for assistance from the organization will be accepted until such time as the report has been received and reviewed by the Town of High Prairie.

Initial to acknowledge: \_\_\_\_\_

The project, program, service or event may not be represented as an activity of the Town of High Prairie and the applicant does not have authority to represent itself as an agency of the Town.

Initial to acknowledge: \_\_\_\_\_

Two handwritten signatures in blue ink, one appearing to be "D.A." and the other "B.P.", located at the bottom right of the page.