

## Community Activity Council (CAC)

### Application for Fundraising Assistance and Information Sheet

**Mission Statement:** Our council is dedicated to helping the local rural area and small towns in our area by encouraging community involvement to assist with activities, fundraising, community projects and infrastructure.

**Vision Statement:** By enlisting the assistance and input of community members, volunteers, community groups and organizations we strive to enhance our community's togetherness, involvement, and awareness by providing structures activities and physical improvements which will unify our communities and help them to continue to sustain and thrive while bringing life back to them for future generations to come.

**Goal:** To provide assistance with fundraising to groups, organizations, communities, etc. who struggle to obtain funds through their own efforts. Provide activities or events in communities that struggle to provide such things themselves at little to no cost.

#### How it Works:

- **There are two types of applications:**
  - **Application for Fundraising Assistance**
    - Larger amounts or ongoing/long-term fundraising needed
    - Longer timeframe allowed
  - **Application For Emergency Fund Assistance**
    - Smaller amounts needed
    - No timeframe allowed
    - Immediate access to funds for specific need
    - Immediate vote for approval through text/email meeting of council only
    - Possible follow up fundraiser to replace funds
- **NO applications for personal gain will be considered**
- **Applications will be presented and discussed at monthly meetings**
- **Approved applications will be designated a CAC commission percentage by these guidelines: **\*\*commission allocations are not limited to or restricted by these guidelines, all applications will be evaluated and place in a category on an individual basis, guidelines may be subject to change. \*\*****
  - **10% of fundraising profits (after expenses) will be retained by the CAC for applications which require:**
    - Resources
    - Materials
    - Management/Guidance

- **15% of fundraising profits (after expenses) will be retained by the CAC for applications which require the above plus:**
  - 25% of the volunteer support
  - Organization/planning of event
  - Some advertising
  - Managing of funds
  - Allocations of duties
  - Instituting plan
- **25% of fundraising profits (after expenses) will be retained by the CAC for applications which require all the above plus:**
  - All volunteers provided
  - Event is run entirely through the CAC
  - Minimal assistance from applicants
  - Provide donation receipts

**CAC commissions** will be placed in our operating account and used for our councils' expenses, start-up costs for events, and Emergency Fund Applications. These funds will also be used to support our goal of providing activities or events for communities that struggle to provide such things themselves at little to no cost.

**Fundraising profits** allocations will be determined by whether the event raised the goal amount; if so, the CAC will issue a cheque for the amount to the organization for its allotted purpose; if not, the CAC will retain the funds in a high interest savings account allocated to that project and once the goal amount is raised will then issue a cheque to the organization for its allotted purpose.

The CAC may also take it upon themselves to research/source out quotes, sponsors, grants, and other resources that may provide assistance in general or in specific applications. The CAC may also choose to purchase the items, equipment, etc. (with the organization's input) that were applied for rather than issuing a cheque to the organization.

The CAC is registered with the ISC and can issue donation receipt for cash or gift donations.

**For more information contact Stacey, CAC president @ (306)648-8331,**

**Email us @ [communityactivitycouncil@gmail.com](mailto:communityactivitycouncil@gmail.com) Or follow us on Facebook**



**Community Activity Council**

**Application for Emergency Fund Assistance**

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

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

Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Timeline: \_\_\_\_\_

Reason For Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Signed By: \_\_\_\_\_

Position within Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**For Council only**

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Council Discussion Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote for Approval:

For \_\_\_\_\_ Against \_\_\_\_\_ Approved/Not Approved

Meeting Date: \_\_\_\_\_

**Community Activity Council (CAC)**

**Application for Fundraising Assistance**

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

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

Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Timeline: \_\_\_\_\_

Reason For Application:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Fundraisers: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteers Required: \_\_\_\_\_

Volunteers Supplied: \_\_\_\_\_

Request Signed By: \_\_\_\_\_

Position within Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**For Council only**

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Council Discussion Notes:

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Vote for Approval:

For \_\_\_\_\_

Against \_\_\_\_\_

Approved/Not Approved

CAC commission percentage:

10%

15%

25%

Meeting Date: \_\_\_\_\_