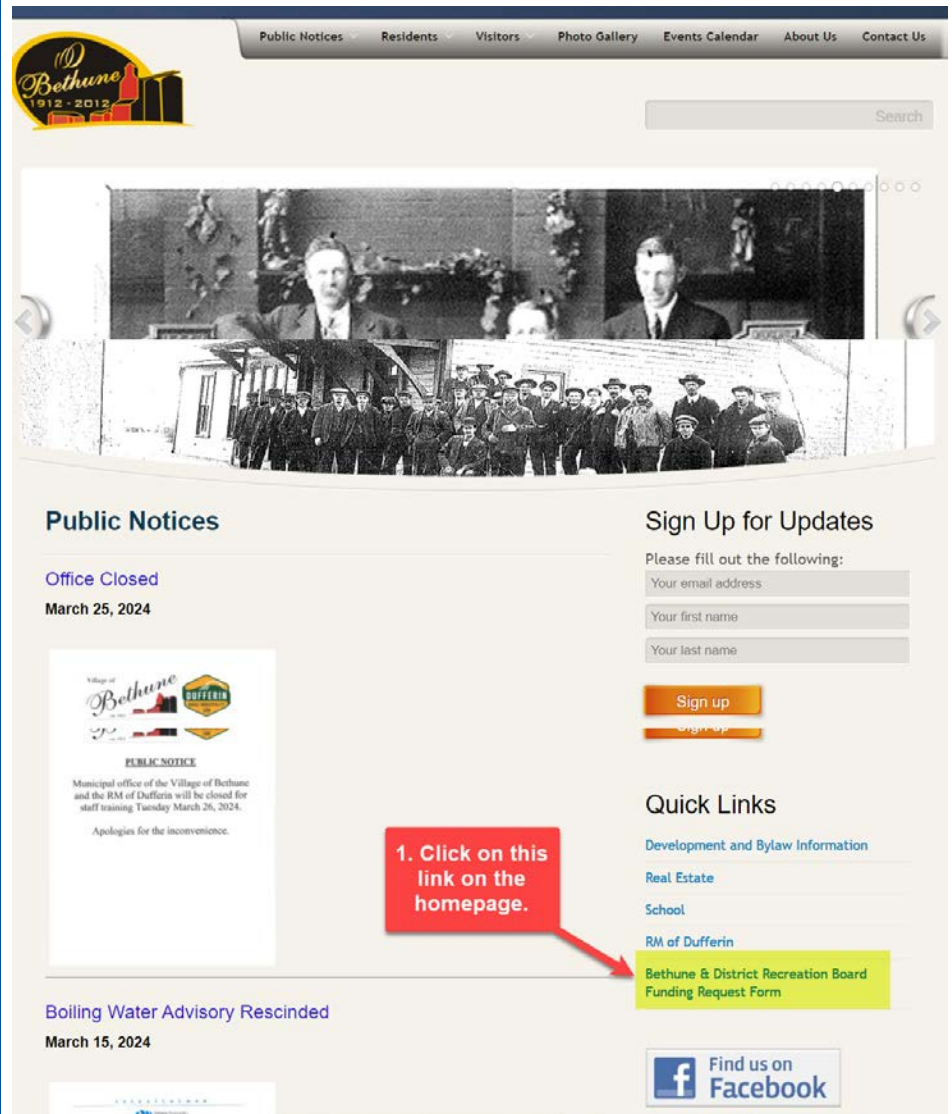
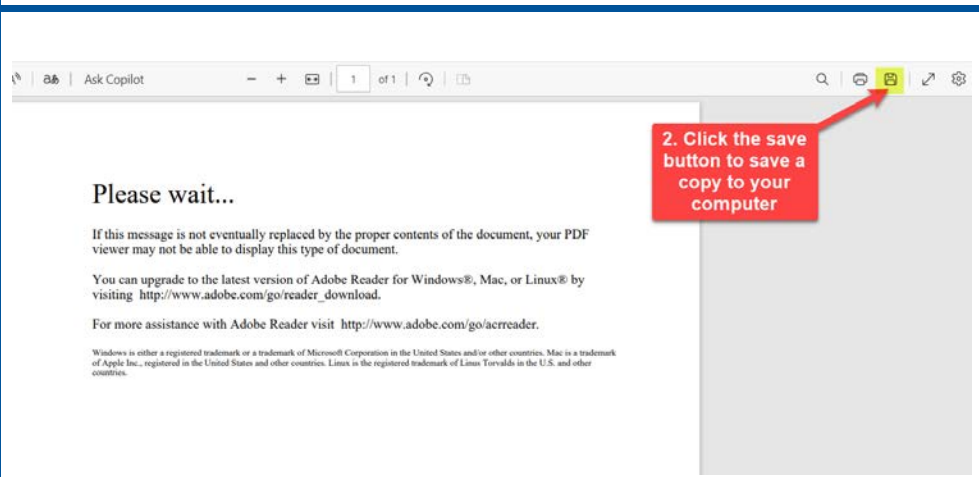


How To Download & Save Rec Board Funding Request Form

1. From the Village of Bethune website on the homepage, click the link highlighted below "Bethune & District Recreation Board Funding Request Form"

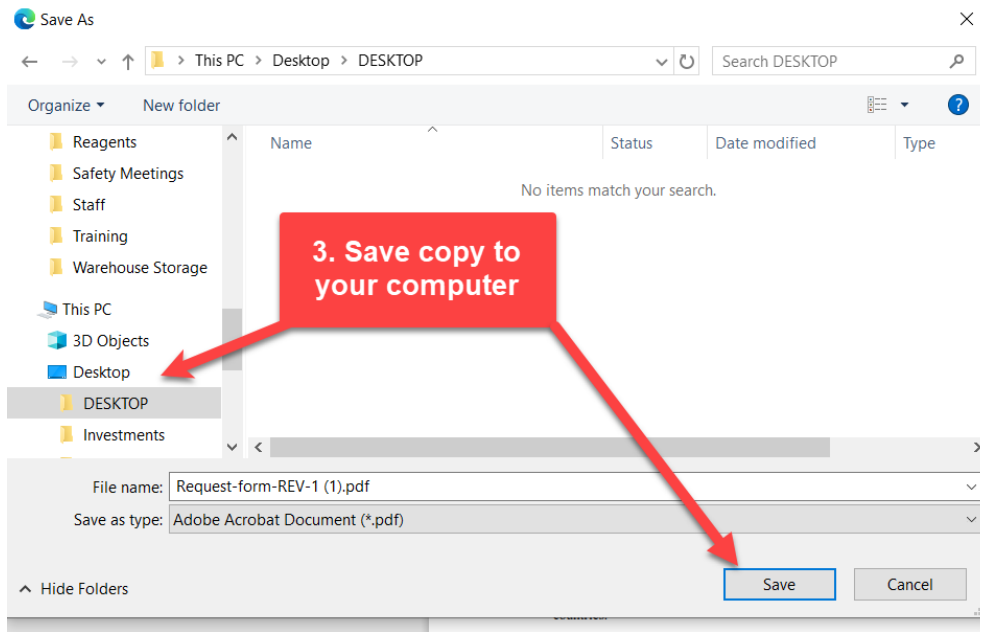


2. This page will then open. Because the form is "fillable" you cannot view it online. You need to save a copy for the form to your computer. Click on the SAVE button highlighted in the screenshot to the right.

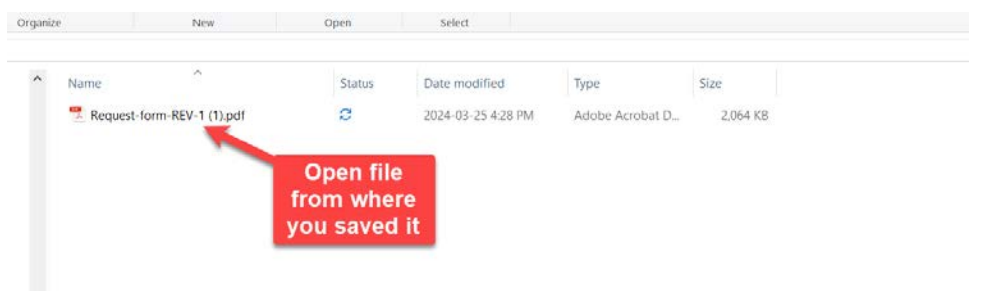


How To Download & Save Rec Board Funding Request Form

3. Save a copy of the form to your computer to whatever location you choose.




4. A copy of the form will now be saved to your computer. Go to the folder you saved it to and open it.




How To Download & Save Rec Board Funding Request Form

5. Form is now ready to be filled in. Please note that all red fields / boxes are mandatory and MUST be filled in before sending the request for consideration. A detailed financial statement including income and expenses from 1 year prior to application date is a requirement of the application and must be sent along with complete form to bethunerecreation@outlook.com.

**Bethune & District Recreation Board
Funding Request Application**



This form must be filled out completely and submitted along with your most recent financial report detailing income and expenses for 1 year prior to application date. Applications are to be submitted via email to bethunerecreation@outlook.com. You may utilize the email button at the bottom of this form OR print and scan a copy. Requests **must** be submitted on or before each funding stream cut off date (March 31st, June 30th, September 30th, December 31st) for consideration within that stream (late requests will be automatically moved to the next funding stream for consideration). Funding requests will be reviewed by the Bethune & District Recreation Board the week(s) following the funding stream cut off date. Applicants will be notified of their application results via email.



NOTE: Red Boxes = Required Fields

Organization Information

Organization Name Amount Requested (\$)

Primary Operating / Service Location

Purpose / Focus of Organization

Reason for request (if successful, what will funds go towards?)

Contact Information

Contact Name Position Held

Contact Phone Email Address

Mailing address

Event Information (if applicable)

Name of Event

Date of Event Location of Event

Description of Event / Reason for Event

Financial Records Included? All Required Fields Filled out?

Submission Date

Form
Email

68.8%🖨️📄🔍📧

You can now fill in the form on your computer. Red fields MUST be filled in.