**NEIGHBOURHOOD GRANTS PROGRAM 2020**

**Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check List**

These are the four forms you will need to give us before we can release the grant cheque:

* **An Anti-Harassment and Discrimination Declaration / Political Activities Form from the City of Toronto**
* **A Trusteeship Agreement from Social Planning Toronto**
* **A Delegation of Signing Authority Form from Social Planning Toronto**
* **Cash Advance Request Form from Social Planning Toronto**

If you were asked to revise your budget, we will need to have this form before we can develop your grant cheque:

* **Project Change Request Form** approved by the Agency Review Officer

These are the forms you use when you spend the money:

* **TTC Token / Presto Ticket Form** from Social Planning Toronto
* **Gift Card Form** from Social Planning Toronto
* **Payment Receipt / Honorarium Form** from Social Planning Toronto

This is the form you use if you spend your own money and need to get it back:

* **Reimbursement Form** from Social Planning Toronto

**Event details:** Please remember to send your confirmed event details and a flyer togrants@socialplanningtoronto.org

**All flyers must be approved by the City of Toronto before you start sharing them. Send them to** **approvals@toronto.ca** **and copy your Community Development Officer on the email.**

Flyer samples are available on the SPT website here: [**https://www.socialplanningtoronto.org/grant\_tools\_and\_templates**](https://www.socialplanningtoronto.org/grant_tools_and_templates)