**NEIGHBOURHOOD GRANTS PROGRAM**

**CHECKLIST (REVISED SEPTEMBER 2020)**

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

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:

* **Change Request Form** to be approved by Social Planning Toronto

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

* **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 or a flyer to[grants@socialplanningtoronto.org](mailto:grants@socialplanningtoronto.org)

**Flyer Approval:** If you choose to use the City of Toronto logo or mention the Neighbourhood Grants program on your flyer, you must send a copy of the flyer to [approvals@toronto.ca](mailto:approvals@toronto.ca) for approval. Please copy [grants@socialplanningtoronto.org](mailto:grants@socialplanningtoronto.org) (Social Planning Toronto) and [oleg.segin@toronto.ca](mailto:oleg.segin@toronto.ca) (Oleg Segin, Agency Review Officer, Neighbourhood Grants Program) on the email.

**Flyer Samples:** [**https://www.socialplanningtoronto.org/grant\_tools\_and\_templates**](https://www.socialplanningtoronto.org/grant_tools_and_templates)