**CASH ADVANCE REQUEST FORM**

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

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The grant funds will be made payable to the following person listed in the Delegation of Signing Authority form:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Amount of Your Grant: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Choose one payment method:**

**\_\_\_ Mail Cheque \_\_\_\_ E-transfer**

**Note that it will take 2 – 4 weeks for a cheque to reach you by mail. E-transfer payments will be received within 3-5 business days.**

**Email this form to grants@socialplanningtoronto.org**

***Please keep a copy of all your receipts for your records. For example, take a picture with your phone, scan them or photocopy them and keep them for 7 years.***

After your event or activity has been completed, you have **2 weeks** **to submit copies of your receipts** (photograph or scan) by email. **Please mail the original receipts within one month of your event** **to:**

Neighbourhood Grants Program

Social Planning Toronto

2 Carlton St., Suite 1001

Toronto, ON M5B 1J3