**CASH ADVANCE / CHEQUE REQUEST FORM**

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

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

**Your Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please issue a cheque payable to the following person listed in the Delegation of Signing Authority form:**

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

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

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

**Amount for Cheque: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Mail Cheque \_\_\_ Pick Up Cheque \_\_\_ Cheque Delivered by NGrants Ambassador**

**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 **10 days to submit your original receipts**.

**Payment Schedule:**

Here is a schedule to help you plan out when to send us your forms to request money and when the cheques will be ready for pick up, mail or delivery:

|  |  |
| --- | --- |
| page13image1060096**Deadline to Submit a Cheque Request** | page13image32989728**Day/Time Your Cheque Will Be Ready** |
| Friday | page13image1387008Tuesday at 10am page13image1384704 |
| Tuesday page13image1385664 | Thursday at 10am |