**NEIGHBOURHOOD GRANTS PROGRAM – PHASE FOUR**

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

**Check List**

These are the forms you will need to give us before we can release the funding:

* 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

If you were asked to revise your budget, or choose to revise your budget, we will need to have an approved:

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

When you are ready for the funding, you will need to send us a cash advance form so we can develop a cheque for you:

* **Cheque Request / Cash Advance** Form from Social Planning Toronto

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

* **Receipt for Tokens and Gift Cards** Form from Social Planning Toronto
* **Payment Receipt** 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

**Please remember to send your confirmed event details or a flyer to grants@socialplanningtoronto.org**