

Schedule B

NAME OF ASSOCIATION: _____



Private Road Grant Application:

Requirements and Guidelines

It is important to read the Private Road Grant Policy before completing and submitting your Private Road Grant Application to the Township. Applications that do not contain all the required documentation, as detailed below, will be considered incomplete and ineligible to receive a Private Road Grant.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Name of Private Road Association: _____
2. Year of Application: _____
3. Is this the first year to request a Private Road Grant? (Yes/No) _____ If yes, please include all documentation requested in item number 18 below.
4. President Name/Phone#/email address: _____

5. Treasurer Name/Phone#/email address: _____

6. Number of Kilometers of Private Road(s): _____
7. Name of Road(s): _____
8. Number of properties on road (s): _____
9. Number of properties represented with members on association: _____

The Treasurer to attest to the following:

10. A current bank account is held specifically for use by the association: Initials: _____
11. The name of Financial Institution? _____
12. Association meetings were held during the year: Initials: _____
13. Minutes were taken and are on file and available for viewing: Initials: _____
14. There is a current list of a members of the association: Initials: _____
15. All procurement was done to ensure best value for dollar spent: Initials: _____

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16. If the funds have not been spent provide proof that funds are still in the bank account by providing a copy of the December 31st bank statement, or Treasurer to attest to the fact the funds are still in the bank account: Initials: _____ And:

17. Identify what the funds are being held for: _____

18. Copies of receipts for expenses incurred in the prior year for an amount equal to or greater than the amount of the grant received are attached to this application: (Yes/No) _____
(Copies of receipts must be attached to application – receipts should indicate name of company, the work done and the location of the work)

19. Identify the proposed use of the funds requested. _____

20. If this is the first year for a Road association the following items must be included with the application: Copy of bank statement dated December 31 or if account only recently opened, copy most recent statement; List of all members of the association, including civic addresses and positions; a copy of the minutes creating the association or other appropriate establishing documentation such as constitution by-law, etc.

19. Executive of Association:

President Name – Print

President Signature

Date

Treasurer Name – Print

Treasurer Signature

Date

Secretary Name – Print

Secretary Signature

Date