* This form will be completed **as part of**  your Community Incentives (Small Grants) Application
* Fill in the Amount Proposed and Proposed Cost portions as well as how these amounts were calculated. If funds are being received from other funders/places, please indicate whether these funds have been confirmed or pending.
* Send by email to liaison@spenceneighbourhood.org
* When your event/project is completed, you will fill in a separate Financial Report (found on SNA website.)
* If your application is approved, please save all of your relevant receipts and proof of expenses as copies are required for the final report.
* If your group is small, SNA can provide financial management support.

**Your Project Name:**

**Your Name:**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| *This portion filled in* ***when submitting*** *your application.* | |  | ***Confirmed or Pending?*** |
| Revenue | Amount Proposed |  |  |
| SNA Small Grants |  |  | Pending Approval |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *This portion filled in* ***when submitting*** *your application.* | |  | ***Calculation******of expense*** |
| Expenses | Proposed Cost |  |  |
| Materials & Supplies |  |  |  |
| Staff |  |  |  |
| Honorariums |  |  |  |
| Food |  |  |  |
| Permits |  |  |  |
| Rentals |  |  |  |
| Capital purchases |  |  |  |
| Other |  |  |  |
| Total |  |  |  |

***This section completed by SNA***

Total amount requested from SNA Community Incentives 

Total amount approved from SNA Community Incentives 

Total amount spent from SNA Community Incentives 