

Good Neighbours Program -- Employee Volunteer and Busing Grant Application

New Application

Please Note: Grants are awarded on a first-come, first-served basis upon receipt of a duly completed application. **Due to year end processing, please submit your application on or before November 15th.** Syncrude Canada Ltd. shall determine the interpretation, application and administration of this program, which can be suspended, revised or terminated at any time, and its decision shall be final.

- This program supports employees and retirees within the Regional Municipality of Wood Buffalo, City of Edmonton and City of Calgary. It also includes surrounding suburbs (e.g. Beaumont, Spruce Grove, Stoney Plain, St Albert, Okotoks and Cochrane).
- Requests **WILL NOT** be accepted from the following: individuals, individual pursuits or research; religious or cultural initiatives that are for the benefit of the membership or faith community only; political parties/candidates, lobby group, private, charter schools or home school program; labour organizations or organizations whose interest conflicts with our business needs.
- To qualify for the grant, you must have completed your volunteer time (40 hrs minimum) before submitting.
- Your volunteer time must be completed within the calendar year (Jan – Nov).
- All applications must be signed by the applicant and non-profit organization.
- Incomplete applications will be returned to the applicant.
- Employees may apply for two Volunteer Grants a year for separate organizations provided the appropriate volunteer hours are accumulated for each.
- Employees are eligible for one busing grant per year and are only available to organizations based in the regions noted above. Travel must be within Alberta.

I am applying for:

Volunteer Grant <input type="checkbox"/> Omit Section D. Complete the rest of the form including the Organization Declaration.	Busing Grant <input type="checkbox"/> Complete the entire form including the Organization Declaration. A BUS QUOTE (on bus company letterhead) complete with a departure and return date MUST be submitted with the application or if the trip has already occurred, provide an invoice .	Both Volunteer & Busing Grants <input type="checkbox"/> Complete the entire form including the Organization Declaration for both grants (you should have 2 signed forms). A BUS QUOTE OR INVOICE MUST be submitted with the application.
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Section A : Employee Applicant Information

Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Name:	Employee No.:
Home Mailing Address:		Postal Code:
Work Address (Mail Drop):		
Telephone - Home:	Telephone – Work:	
Hire Date:	Retired Date (if Applicable):	
E-mail:	How long have you volunteered with this group?	

Section B: Organization Information

Organization Name:		
Mailing Address:		Postal Code:
Daytime Telephone:	E-mail:	
Contact Name:	Title:	

Is the organization registered as a Charitable Organization under the Canada Income Tax Act? Charitable Registration No.	Yes	No
Non-Profit: Yes: No: Other: (Specify)	What year was the organization founded?	
Section C: Eligible for \$750 per year (Employee Volunteer Grant)		
Description of project/purpose for requesting grant?		
Please explain your role as a volunteer with this organization?		
Are you a member of this organizations' board or organizing committee? If yes, what is your role? Please supply a copy of the board listing.		
How many volunteer hours do you contribute to this organization ?		
Per week, per month or per year?		
Have you organized events for this organization throughout the year? If so, please explain.		
What was the event?		
Date, time and location ?		
Section D: Eligible for \$2500.00 per trip (Employee Bussing Grant Information)		
Team Name and Division:		
What is your role during the trip?		
Where in Alberta will the non-profit group be traveling?		
When is the group traveling?		
What is the duration of the trip?		
Why is the group traveling? Please provide the purpose of the trip?		
Please provide an invoice from the company used for bussing. The bussing grant will not be processed until proof of travel is supplied.		

Signature of Applicant: _____

Date: _____

Incomplete application forms will be returned.

Organization Declaration

Organization Declaration: Please have the designated organization fill out this section.

1. We confirm that (_____) is currently a volunteer actively involved in our organization and has been so for a minimum of at least 40 Hours or one year.
2. If the volunteer provides more than 40 hours of volunteer service, please advise. If the volunteer acts in a role on the organizations' board, or is an active coach, team manager or designated fundraiser/event planner, please attach examples of projects/events or a list of the current board members.

On behalf of _____, I certify to the best of our knowledge that the information contained in this application is accurate.

Name: _____ Title: _____

Signature: _____ Date: _____

Please ensure that the application form is **complete**, including two signatures (applicant/non-profit organization representative) and the applicable attachments, and forward to:

Community Investment Specialist
Syncrude Canada Ltd.
P.O. Bag 4009, MD Y201
Fort McMurray, Alberta
T9H 3L1