

# COMTECH FIRE CREDIT UNION

## COMMUNITY COMMITMENT APPLICATION FORM

### Comtech Fire Credit Union's commitment to the communities we serve

Through our Community Commitment Program, Comtech Fire Credit Union is dedicated to giving back to the communities that we serve. Comtech Fire is committed to ensuring fair access to the causes that matter to our membership.

Organizations requesting Community Commitment Program assistance are required to submit an application. Applications will be considered based on their alignment with the values and goals of our Credit Union and the communities that we serve. Funding uses that do not align with our Credit Union's requirements will not be considered. Please ensure that your applications are fully completed as incomplete applications will not be processed.

### Your organization's information

**Application submission date:**

**Name of Non-Profit Organization:**

**Contact name and title:**

**Mailing address:**

**Email:**

**Telephone:**

**Is the organization currently a member of Comtech Fire Credit Union?** \_\_\_ YES \_\_\_ NO

**Is this organization a registered charity?** \_\_\_ YES \_\_\_ NO **Registered charitable tax number:** \_\_\_\_\_

**How long has the organization been in operation?**

**Does a Comtech Fire Credit Union employee/Board member work or volunteer with your organization?** \_\_\_ YES \_\_\_ NO

If yes, please give the name(s) and a brief description of their role:

### Type of request

**Is the organization requesting funds for a specific purpose?** \_\_\_ YES \_\_\_ NO

If yes, please specify:

**What type of project, event or initiative will the funds be used for?**

If funds will be used to support an event, what is the date of the event?

**What type of assistance is the organization requesting?**

- Donation                       In-kind donation                       Partnership                       Sponsorship  
 Other (please specify):

**What is the dollar amount requested:**

**Communities/regions served by the project:**

**What other sources of funding will this organization/project receive?**

## Administrative

Please specify the month your organization would like to receive funding:

Please specify the method disbursement of funds:

Deposit to our account, please specify account number:

By Cheque, please specify who the cheque should be made payable to:

## Supporting documents and reports

Please submit the following items with your application. Note that incomplete applications will not be considered for funding.

- |  |  |
|--|--|
| <input type="checkbox"/> A detailed description of the proposed project/event, including responses to these questions: <ul style="list-style-type: none"><li>• What is the specific purpose for the funds requested?</li><li>• How will the project/event/initiative be conducted?</li><li>• What is the estimated number of people who will be served by this project?</li><li>• How will this donation benefit the community?</li><li>• How will this donation benefit CFCU and our members?</li><li>• How do the values of the organization mirror those of Comtech Fire's Community Commitment Program?</li><li>• What are the expected outcomes of the project?</li></ul> | <input type="checkbox"/> A detailed outline of the organization's mandate and goals. |
|  | <input type="checkbox"/> A detailed project/event budget.                            |
|  | <input type="checkbox"/> Most recent audited financial statements.                   |
|  | <input type="checkbox"/> A list of the current Board of Directors.                   |

By submitting this application, I/we guarantee that any funds donated by Comtech Fire Credit Union will be used for the purpose indicated in this application.

Authorized representative of organization signature: \_\_\_\_\_

**Reminder:** All recipients are required to submit a detailed evaluation of the funded project or event within 90 days of completion. This evaluation must include the following:

- A written report outlining attendance, funds raised, overall outcomes, etc.
- How this donation contributed to the community.
- Copies of any publicity materials (advertising, posters, brochures, etc.) and media coverage.

**Please direct questions and complete applications digitally to:**

**Christine Chapman**, Manager of Business Development

E-mail : [christine.chapman@comtechfirecu.com](mailto:christine.chapman@comtechfirecu.com)

Applications are reviewed on an annual basis. The deadline for 2022 funding is October 29th, 2021.  
Please allow 8-10 weeks following the application deadline for applications to be reviewed.  
All applicants will be notified via e-mail once a final decision has been made.