

APPLICATION CHECKLIST

Please use this checklist to ensure all items are included within your General Grants to Organization (GTO) application package. Attach one (1) copy of each document.

Organization Name:	
Description	Comments
Received date of application (Deadline May 1, 2026)	
Mandatory Financial Documentation	
<input type="checkbox"/> 2024 January-December Balance Sheet <input type="checkbox"/> 2024 January-December Income Statement <input type="checkbox"/> 2025 January-December Balance sheet <input type="checkbox"/> 2025 January-December Income statement (must be signed by two board members, not the treasurer)	
Price quote(s) on any non-operating capital expenditures per the city's Procurement Policy (capital applications only)	
GTO Budget Template	
Completed Direct Deposit Form (New applicant or changed information)	
Organization Information	
Incorporation Number (or Terms of Reference if not a non-profit)	
Approved Certificate of Corporate Annual Return (must be no later than 2025)	
Fee Policy and Schedule (if applicable)	
Current list of Board of Directors (see Section D: Attachment #1)	
Bylaws (if applicable)	

SUBMISSION

All applications and supporting documentations are to be submitted electronically via email to Grants@leduc.ca.

- ✓ All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer.

Applicants may be contacted for further information and clarification prior to the deadline, and/or after application is reviewed by the respective Advisory Boards. (PRC/FCSS)

**** applications at time of deadline will be reviewed as is, this may impact funding decisions****