

## Good Neighbours Program - Employee Volunteer Busing Grant Application

### NEW Application

*Please Note: Grants are awarded on a first-come, first-served basis upon receipt of a duly completed application. Discretion will be used by the Program Coordinator to distribute funds evenly and accordingly between the non-profit organizations. Decisions may be made to hold applications and process applications closer to the time of travel.*

*Grants will be processed on quarterly basis. **Due to year end processing, please submit your application on or before November 15 of the current calendar year.** 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.*

**Eligible for \$2,000.00 - one trip per employee each year. Travel must be in the current calendar year.**

- To qualify for the busing grant, you must have completed your volunteer time (40 hrs. minimum) **BEFORE** submitting the application.
- Your volunteer time must be completed **within the current calendar year.**
- Please complete the entire form and please ensure you record the **Orgnaization's legal name.**
- A **BUS QUOTE** (for future travel) **OR AN INVOICE** (for travel completed) (on bus company letterhead) complete with a departure and return date **MUST** be submitted with your application.
- All applications must be signed by the applicant and an official of the non-profit organization.
- Incomplete applications will be returned to the applicant.

#### Employee Busing Grant Applicant Information

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	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?	

#### Organization Information

Organization Name (legal 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?      Yes      No				
Charitable Registration No.				
Non-Profit:      Yes:      No:			What year was the organization founded?	
Other: (Specify)				

Please explain your role as a volunteer with this organization?




Community Investment Advisor  
Syncrude Canada Ltd.  
P.O. Bag 4023, MD 1000  
Fort McMurray, Alberta  
T9H 3H5

Telephone: (780) 790-6356

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What is your role during the trip?
When is the group traveling?
Where in Alberta will the non-profit group be traveling?
What is the duration of the trip?
What event is your group traveling for? Please provide the purpose of the trip?

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*As of December 2009, the Good Neighbours Employee Volunteer Busing Grant application has been revised.*

Incomplete application forms will be returned to the application.

***Old application forms will not be accepted as of February 1, 2010***



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## Organization Declaration - Employee Volunteer Busing Grant Application

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

1. We confirm that Name of Volunteer is currently a volunteer actively involved in our organization and has been so for a minimum of at least 40 Hours within the current calendar 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 Name of Organization, I certify to the best of our knowledge that the information contained in this application is accurate.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please ensure that the application form is complete. This includes signatures (applicant/organization official) and attachments. Incomplete application forms will be returned to the applicant.**

**Please forward application to:**  
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