

Centre Community Funds Checklist

Centre Manager to submit package to Finance. The Centre Community Funds package must include:

Centre Community Funds Checklist

Centre Community Funds Application Form

- All sections completed
- Application Number
 - CF- Centre Funds (Program)
 - E (Region Letter: i.e. East)
 - 01 (application # by year)
 - 10 (Approval Month i.e. October)
 - 05 (Approval Day)
 - 22 (Approval Year)
 - 1 (Invoice #)
- Result: CF-E-01-100522-1
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$5,000

Centre Community Funds Application Assessment Worksheet

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Centre Manager

Completed Expense Report Form

- Email sent out to Centre Community Funds Panel members which includes: Centre Community Funds Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From Centre Community Funds Table (Approved)
- Centre Community Funds Panel Members to respond back to email writing "APPROVED"

Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Centre Manager (hand written or Adobe signature), write application number, account number - GL Code: TCB 590-555100

Centre Manager Name

Centre Manager Signature

Date