



**The Royal Canadian Legion
New Brunswick Command
Community Service Fund Request**

FOR BRANCH USE ONLY
ONLY ONE REQUEST PER APPLICATION

Branch: _____

Address: _____

Branch Contact: _____

Phone Number: Branch _____ Home _____ Cell _____

Community Organization or Group Name: _____

How will the funds be used?

How does the Branch support this organization or group? (Check all that apply)

- Financial support – Copy of cancelled cheque required.
- By the organization or group using Branch facilities for hosting a fundraising event.
- Waiver of a hall rental fee for the organization or group.
- The Branch holding a fundraising dinner or dance.
- Branch members volunteering time to the project.
- Other:

The following information must accompany this request –

- A copy of the request for funds, including the project budget, from the organization or group.
- Minutes of the Executive or General meeting approving this application.
- A copy of the cancelled cheque if the Branch made a financial contribution to the project.

Signature _____ Title _____

Date: _____

Please adhere to the General Guidelines as shown on the next page. Any application received by NB Command without the required documentation will be returned to the Branch for re-submission. Branches submitting applications will be notified in writing of the Committee's decision.



New Brunswick Command Community Service Fund Guidelines and History

General Guidelines

- The purpose of the fund is to support local community projects undertaken by sister organizations where the organizations only means of support are by donation and fund raising.
- Funds are not available for branch administration, building costs or activities.
- All submissions must be from a Branch recommending a grant for a local program/project in the Branch area.
- All submissions require a written request from the organization or group seeking support.
- Each submission must be approved by an Executive or General meeting and Minutes of the meeting approving the application must accompany the submission.
- All submissions must outline the undertaking – Name of group, description of project, budget data, etc.
- The Branch must show how they support the project. Some examples are:
 - Making a financial donation (provide a copy of the cancelled cheque);
 - Allowing the organization to use the branch facilities for hosting a fund raising event;
 - Waiver of a hall rental fee;
 - Holding a dinner or dance to raise funds;
 - Branch members volunteering time on the project.
- All submissions must be received by NB Command on or before each spring and fall deadline as outlined in the Command newsletter.

Fund History

The fund was initially named the Special Fund. It was proposed by the Command's Organization and Planning Committee at the 1978 Provincial Convention. Following unanimous delegate approval, it was established effective January 1st, 1979 when a committee of five Past Provincial Presidents was appointed to guide its destiny. Revenue from the member's contributions was first received in 1979. The Fund's name was later changed to Community Services Fund, which more appropriately identifies it with its aims and purposes.

In 2003 the 76th Provincial Convention approved a temporary re-instatement of the annual \$1.00 per member assessment to ensure the viability of the program.

The first grant was made from the Fund in March 1980. As of June 2015 the total grant expenditures have exceeded \$804,400.00. They were sent to support programs and projects in every part of New Brunswick. In most cases, the local Branch was proud to make the presentation on behalf of Legionnaires in New Brunswick. The resulting goodwill and the improved positive image of the Legion have been most heartening. Letters of appreciation, copies of news releases and photographs received all attest to the success of this Legion program.

Minor changes have been initiated over the years to ensure smoother operation of the fund. The policy of appointing Past Provincial Presidents to the Committee has continued although the members are routinely changed and appointments are not restricted to Past Provincial Presidents.

In an effort to ensure that a minimum amount is expended on administrative expenses, the Committee restricts its meetings to twice per year.

NB Command is indeed proud of the many different Branch sponsored programs in New Brunswick communities. However, it was agreed that grants from the Fund would not normally be made to pay for or subsidize those Branch undertakings.

This on-going New Brunswick Command program is a marvelous undertaking and serves our communities well.