



# TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

## Takla Nation Sponsorship for Arts, Culture, and Sports Recreation Application Form

Date Received:

By:

**\*PLEASE COMPLETE ENTIRE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT AND A DELAY IN APPLICATION PROCESS WILL OCCUR\***

### Applicant Information

Applicant Name: \_\_\_\_\_

Age: \_\_\_\_\_

Status Number: \_\_\_\_\_ Verified  By: \_\_\_\_\_

Parent/Legal Guardian Name (if applying for a youth): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Recreation Program Category: Arts  Culture  Sports  (Please tick one)

Place of Recreation Program: \_\_\_\_\_

Location of Event or Program: \_\_\_\_\_

Date of the Program: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Has applicant been approved for sponsorship before? If yes, date and year: \_\_\_\_\_

**Name and address of the team or organization for cheque to be made payable to:  
(must provide or application cannot be processed)**

\_\_\_\_\_  
\_\_\_\_\_

**Sponsorship amount requested (Cost Breakdown)**

Registration/ Entry fees: \_\_\_\_\_

Travel costs: Accommodation \_\_\_\_\_ Meals \_\_\_\_\_ Gas/Mileage \_\_\_\_\_

Other costs (Please specify): \_\_\_\_\_

Other Sources of funding: Yes  No  (Please tick one)

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**Declaration**

I confirm that the information provided by me in this application is true and complete.

If legal guardian of a youth under 19, I confirm that I have the legal custody of the youth subject of this application.

I agree to provide the Chief’s Office a written summary of my sponsorship experience within 30 days of the completion of the program.

I give Takla Nation permission to release pictures and videos of my sponsorship experience on social media platforms such as Takla Nation Facebook page and Instagram page.

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

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

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

## Application Process

1. Individual members and parent(s) or legal guardian of youth should submit a sponsorship application form to the Finance Office for the amount requested with a breakdown of costs and a letter from the organization that confirms the participation of the member in the recreation activity. Members are required to submit the application form at least **2 weeks** prior to the start of the activity or fee due date for which the sponsorship is requested. Late requests may result in delayed actions. If members have been approved for sponsorship before, they should indicate that in the application form.
2. Requests will be reviewed in a timely manner by the Finance Office. The Finance Office will verify the information provided by members or groups and may request additional supporting documents. The Finance Office will approve sponsorship requests or applications in most cases. For exceptions, the Chief's Office will make the final decision.
3. Sponsorship recipients will be notified within **5 business days** of approval. If approved, the sponsorship amount will be provided in accordance with the Nation's credit card or cheque processing procedures. If sponsorship request is declined, members or groups will be notified as soon as possible stating the reasons for declining the request.
4. Sponsorship recipients will be asked to submit a written summary of their experience to the Chief's Office either by regular mail or e-mail within **30 days** of the completion of the program. The written summary may include pictures and videos if the recipient chooses to do so. Send summary to Chief's Executive Assistant e-mail: [eachief@taklafn.ca](mailto:eachief@taklafn.ca)

Chief's Office: Takla Landing and Prince George

### **Takla Landing Office Address**

Takla Band Office  
Takla Landing BC  
VOJ 2T0

### **Prince George Office Address**

510 Carney Street  
Prince George BC  
V2M 2K6