

# Community Initiative Application



**LUNA**  
CHILD AND YOUTH  
ADVOCACY CENTRE

# Community Initiative/Third Party Fundraising Application

**Thank you** for your interest in hosting a fundraiser in support of The Luna Child and Youth Advocacy Centre.

Fundraising activity hosted by a person or group other than The Luna Child and Youth Advocacy Centre is referred to as a “third-party fundraiser” or “community initiative”.

The following procedures and guidelines will help you understand how to proceed with The Luna Child and Youth Advocacy Centre as beneficiary of your event.

## Types of Community Initiatives

A group or individual can host an event and make The Luna Child and Youth Advocacy Centre beneficiary by donating proceeds (Examples: Golf Tournament, Magic Show or Dinner Theatre)

The Luna Child and Youth Advocacy Centre can benefit from an existing event which adds a community initiative element (Example: A company has an event and encourages their employees to make a donation to The Luna Child and Youth Advocacy Centre or a dinner has an auction with auction proceeds benefiting The Luna Child and Youth Advocacy Centre.)

## Application Procedure

1. Complete Community Initiative Application Form
2. Submit application to The Luna Child and Youth Advocacy Centre prior to your event.
3. Include the following information in your application:
  - A full description of the event
  - Date, time and location of the event
  - Budget, including anticipated revenues, expenses and proceeds from the event
  - Plans, if any, for corporate sponsorship;
  - Contact information for the director(s) and coordinator(s) of the event

Please complete the Community Initiative Application form and submit to The Luna Child and Youth Advocacy Centre prior to your event for approval.

**Thank you** for providing light when it’s needed most.



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[lunacentre.ca](http://lunacentre.ca)

# Community Initiative Application Form

Community Initiative Fundraising Event Name:

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

Detailed Community Initiative Event Description:

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## Anticipated Cost & Gross Income of Event

Anticipated Gross Income: \$ \_\_\_\_\_

Source(s) of Income: (i.e. ticket sales, sponsorships, auction, donation / pledges etc.)

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Anticipated Corporate Sponsor(s):

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Anticipated Expenses:

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Types of Expenses: (i.e. printing, food, location, etc.)

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# Event Organizers

## Primary Contact

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

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

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Secondary Contact

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

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

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_



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# The Luna Child and Youth Advocacy Centre's Community Initiative Terms and Conditions

1. The Luna Child and Youth Advocacy Centre's name and/or logo can ONLY be used to promote a community initiative with approval by The Luna Child and Youth Advocacy Centre. All event-related materials are to be submitted to The Luna Child and Youth Advocacy Centre for approval prior to printing and/or digital use.
2. If there is a lottery or gaming aspect to your fundraiser, please consult with The Luna Child and Youth Advocacy Centre so that appropriate AGLC licenses can be secured prior to your event.
3. The Luna Child and Youth Advocacy Centre will not be responsible for any expenses incurred from community initiative fundraising activity.
4. Planning, coordinating, and implementing a community initiative are the responsibilities of the third-party fundraiser(s).
5. Community Initiatives will NOT require human, technical, or financial resources from The Luna Child and Youth Advocacy Centre.
6. The community initiative fundraising activity must align with The Luna Child and Youth Advocacy Centre's mission and values.
7. Timing of community initiative fundraisers will not conflict with fundraising activities hosted by The Luna Child and Youth Advocacy Centre.
8. All funds and financial accounting must be submitted to The Luna Child and Youth Advocacy Centre within 30 days after the fundraising event.



# The Luna Child and Youth Advocacy Centre's Community Initiative Terms and Conditions

I have read and agree to **The Luna Child and Youth Advocacy Centre's Community Initiative Terms and Conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

Please forward this completed and signed form to:

**The Luna Child and Youth Advocacy Centre**

Attention: Tracy Neumann

Director of Development

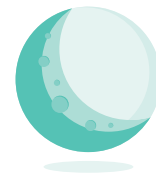
Email: [tneumann@lunacentre.ca](mailto:tneumann@lunacentre.ca)

Phone: 403.428.5416 or 403.710.7098

**Thank you** for submitting your Community Initiative Application Form along with the signed Community Initiatives Terms and Conditions. Your application will be reviewed, and you will be contacted by The Luna Child and Youth Advocacy Centre within five business days of receipt.



**Thank you** for supporting the Luna Child and Youth Advocacy Centre. Your fundraiser will support Calgary's most severely abused children and will help transform young lives with help for healing.



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