



Consumer Facilitation Council

c/o CMHA Kelowna & District
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Keeping wellness in
mind

REQUEST FOR CONSUMER FUNDS

- Please submit your proposal to the CFC coordinator no later than the Friday before the next meeting. The meeting date is posted at CMHA, on the website (www.kelowna.cmha.bc.ca), or a phone enquiry can be made.
- The coordinator will assist you, ensuring that your proposal includes all of the information needed including an invoice for your requested activity.
Proposals without invoices will not be considered for funding.
- Please attend the meeting and present your proposal in person. You may bring a support person with you.
- If your proposal is approved, short verbal or written feedback is expected upon completion of your project or activity.

DATE: _____

NAME: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE NUMBER(S): _____

Amount of Money Requested: _____

What is the Money For? _____

Who Will Benefit and How? Will More Than One Person Benefit?

CONSUMER FUNDING APPLICATION, continued

Cost Breakdown: (Including such costs for courses, memberships, textbooks, or materials; for conferences – registration, accommodation, meals, and travel.)

How is The Money to Be Paid Out? Who are the cheques payable to? Try to break down the costs into manageable parts; perhaps one cheque for a course fee, another for materials, or one for transport, another for meals. Ensure that cheques can be made out to persons holding the course or to hotels, etcetera.

- Payment will be made directly to the service provider whenever possible. For miscellaneous expenses, you may be paid personally.
- Cheques will be available on the last day of the month in which the funding was requested.
- Any money refunded from a course, conference, or activity will be returned to the CFC, and not to you.
- The CFC reserves the right to contact service providers to confirm your attendance.

I agree to the terms stated above.

Signature: _____ Date: _____