

COMMUNITY FOUNDATION GRANT APPLICATION CHECK LIST

GRANT APPLICATION DEADLINE

Friday, February 23, 2018 -- 3:00PM

**Grants selected will be awarded at the 4th Annual Community Impact Celebration in June 2018*

SUBMIT APPLICATION TO: amanda@spccf.ca

One (1) electronic copy and **one (1) hard copy** of the completed application **MUST** be received at the Community Foundation office by the above application deadline.

***FACSIMILE, LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**

APPLICATION CHECK LIST

Please ensure the following have been confirmed/provided;

- all grant application questions have been answered
- New:** Qualified Donee Partner Agreement Outline has been provided (only if you require a Qualified Donee)
- a list of the applicant's current Board of Directors has been included
- the applicant's most recent audited financial statements have been provided
- One (1) electronic copy and one (1) hard copy have been submitted

ELIGIBILITY GUIDELINES

To be eligible to apply for a grant from the Community Foundation, the applicant must:

- Be registered as a charity with Canada Revenue Agency (CRA), or sponsored by same
- Be a registered charity for at least one (1) year AND have filed at least one (1) T3010 with CRA, or be sponsored by same
- Provide services for or within Perth County, Stratford and/or St. Marys
- Provide services without discrimination

Projects not eligible for grants from the Community Foundation include:

- Programs that have direct religious or political activity
- Programs that are mandated by another funder
- Expenses incurred prior to awarding the grant
- Deficit reduction, debt retirement, reserves, mortgage pay-down
- Endowment and fundraising campaigns
- Core operating costs
- Individuals

- *For clarification, please call Amanda Willie, Grants and Data Manager at 519-271-1503*

The Community Foundation is looking for projects that:

- Address existing and emerging community needs, opportunities and demonstrate innovation
- Strengthen the applicant's and the community's capacity
- Have additional funding partners and/or developed strong collaborative relationships
- Improve organizational effectiveness
- Demonstrate fiscal responsibility and sustainability
- Receive volunteer support from the community
- Build on the community's strengths, assets, skills and resources
- Develop leadership and self-reliance, mobilize civic participation and resources
- Help further the connection the Community Foundation has in the community
- Do not duplicate programs offered
- Note: *Multi-year projects may be considered*
- Note: *Projects may address one or more of the above*

COMMUNITY FOUNDATION ACKNOWLEDGEMENT

If your project is chosen, you agree to acknowledge the Community Foundation as follows:

- By displaying the recognition certificate in a prominent place on your premises
- By placing the Community Foundation's name and logo on your website, Annual Report, and any materials as communicated in your application
- By acknowledging the specific Named Fund and the Community Foundation on any materials referring to or resulting from your project. Using the words: *Supported by a grant from the XXXX Fund, held within the Stratford Perth Community Foundation*
- By sending out a press release on your project to local media, mentioning the Community Foundation as a Funder
- By providing the Community Foundation with organizational and client benefit testimonials with respect to the project
- By providing the Community Foundation with pictures of your project accompanied by a signed photo release

Logo Approval: The Community Foundation logo **must be approved prior to use** on any and all collateral materials acknowledging the Community Foundation and associated Named Funds.