

COMMUNITY FOUNDATION GRANT APPLICATION CHECK LIST

GRANT APPLICATION DEADLINE

Friday, February 15, 2019 -- 3:00PM

- Final decisions will be communicated to all applicants early May 2019.
- Approved grants will be awarded at the 5th Annual Community Impact Celebration in June 2019.
- The online grant application **MUST** be received with all the required supporting documents by the above application deadline.
- Late or incomplete applications **will not** be accepted.
- If you received a grant in the past, your final report or an interim report must be submitted by 3:00 p.m. on February 15, 2019.

APPLICATION CHECK LIST

Please ensure the following have been confirmed/provided;

- all required grant application questions have been answered
- Qualified Donee Partner Agreement Form (only if you require a Qualified Donee)
- a detailed project budget
- a list of the applicant's current Board of Directors
- any other supporting documents (example: letters of support, photos, etc.)

ELIGIBILITY GUIDELINES

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

- Be a registered charity with Canada Revenue Agency (CRA) 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*

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.