

COMMUNITY FOUNDATION GRANT APPLICATION CHECK LIST

GRANT APPLICATION DEADLINE

Wednesday, April 6, 2022 – 11:59PM

- Final decisions will be communicated to all applicants mid-June 2022.
- Approved grants will be awarded in late June 2022.
- 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 Wednesday, April 6, 2022 – 11:59 PM.

GRANT APPLICATION CHECK LIST

Please ensure the following are completed and/or provided:

- Grant Application – online only
- Qualified Donee Agreement (only if you require a Qualified Donee)
- Detailed Project Budget
- List of the Applicant's current Board of Directors
- Optional - 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.
- Individual requests.
 - *For clarification, please contact Ellen Balmain, Grants and Community Investment Lead at grants@spccf.ca*

COMMUNITY FOUNDATION ACKNOWLEDGEMENT

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

- By displaying, if provided, a recognition certificate on your premises.
- By placing the Community Foundation's name and logo on your website, Annual Report, and any materials as communicated in your grant 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.*
- If sending out a press release on your project to local media, mentioning the Community Foundation as a Funder. Using the words: *Supported by a grant from the XXXX Fund, held within the Stratford Perth Community Foundation.*
- By providing the Community Foundation with organizational and client benefit testimonials with respect to the project.
- By providing the Community Foundation with photos of your project when available, accompanied by a signed photo release.

LOGO APPROVAL

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

Please send logo approval requests to Roxy Rae at roxy@spccf.ca