

GRANT APPLICATION

FOR OFFICE USE ONLY	
DATE _____	APPLICATION NUMBER _____
AMOUNT REQUESTED _____	AMOUNT APPROVED _____

1. AGENCY INFORMATION

NAME

ADDRESS

CITY/TOWN POSTAL CODE

PHONE FAX E-MAIL

YEAR ESTABLISHED

NUMBER OF EMPLOYEES NUMBER OF MEMBERS

REVENUE CANADA CHARITABLE TAX NUMBER

ATTACHMENTS (“x” indicates items attached. If not attached provide explanation.)

List of officers of the Governing Board and all Directors

Income and expense budgets

- Last fiscal year
- Current fiscal year
- Copy of organizations latest annual report
- Detailed project budget indicating anticipated income and costs by category

2. GRANT REQUEST

AMOUNT REQUESTED WHEN ARE FUNDS NEEDED

TYPE OF GRANT REQUESTED:

- Special Project
- One-Time Capital Project

STARTING DATE PROJECT DURATION

Community Foundation of Portage and District Inc. (CFPD) 2

3. Provide a brief statement of the purpose of the project and the relationship to the project to the overall goals and services of the agency.

4. Site evidence of the human or community need for the project specifically stating its significances to Portage and district. Describe consultations held with other organizations that relate to this project.

5. Describe the capacity of your organization to conduct the project and note special staff qualifications.

6. Have you approached other sources of support? Yes No
Please include list in Budget (see page 3).

7. Have you accessed the Imagine Canada's Online Canadian Directory to Foundations and Corporations? This service is available to all non-profit organizations in search of funding for various purposes. The online Directory can be accessed only on the in-house terminal of the Portage la Prairie Regional Library. CFPD has provided a laptop computer for easy access to the site. To book time on the laptop to access the site, please phone the library at 857-4271.

Please describe your experience if you have accessed the Online Canadian Directory. As the license is renewed in October each year, CFPD wants to know if this service is of value to your organization.

8. PROJECT BUDGET:

Please give a detailed outline of your project budget. Do not include the overall operational expenses of your organization - only particulars related to the proposed project. Note, Project revenues and expenses should balance. (Please use the space provided.)

PROJECT EXPENSES:

Expense Item	Amount
TOTAL:	

EXPECTED PROJECT REVENUES:

Revenue Sources	Amount/Value	Confirmed	Unconfirmed
Gifts in kind			
TOTAL:			

Community Foundation of Portage and District Inc. (CFPD) 4

9. If this project is successful, what financial resources will be available for its continuation?

10. Has this project been authorized by your agency's governing body?

- Yes When? _____
- No

THIS APPLICATION MUST BE SIGNED BY THE PRESIDENT OR ANOTHER OFFICER OF THE AGENCY'S GOVERNING BODY:

Print Name

Title

Signature

E-mail

Phone

Cell phone

NAME OF INDIVIDUAL FROM WHOM FURTHER INFORMATION MAY BE OBTAINED:

Print Name

Title

Signature

E-mail

Phone

Cell phone

Please make 7 copies of your application and support documents and mail to:
Community Foundation of Portage and District Inc.
P.O. Box 1153
Portage la Prairie, MB R1N 3J9

If you have any questions please contact the Community Foundation:
Phone: (204) 274-2442 Fax: (204) 274-2447 or E-mail: cfpd@mts.net

Website: www.cfpdi.ca

GRANT APPLICATION GUIDELINES

The objectives of the Community Foundation of Portage & District are:

- a) to support family well-being;
- b) to promote the development of children, youth and seniors programs;
- c) to assist and promote the arts, culture and heritage activities;
- d) to advance education;
- e) to support and advance the provision of medical services;
- f) to support the enhancement of the environment;
- g) to support social programs;
- h) to support and advance other community activities or facilities of a charitable nature.

In order to accomplish these objectives effectively and efficiently, the Foundation has developed a thorough review process for grant applications. The granting guidelines are listed here for agencies to review prior to completing an application form.

1. Project must benefit primarily the people of Portage and District.
2. Grants are made only to non-profit organizations with Revenue Canada Charitable Registration Numbers or other qualified donees under the Income Tax Act.
3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. Preference is given to projects which:
 - a) encourage more efficient use of community resources;
 - b) expect to test or demonstrate new approaches and techniques in the solution of community problems;
 - c) address the underlining causes of problems in our society rather than dealing only with symptoms;
 - d) are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
 - e) promote volunteer participation and citizen involvement in the community;
 - f) demonstrate evidence of community support and organization initiative.
6. Capital projects will be considered if there is a demonstrated need.

Community Foundation of Portage and District Inc. (CFPD) 6

7. If partnering with another organization in this application please include a letter of support from the organization.
8. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
9. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increases response from other sources.
10. Projects proposals not eligible for funding are those that:
 - a) support operating expenses of established organizations or programs;
 - b) go towards operating or capital deficits;
 - c) go towards annual fund drives for sustaining support;
 - d) establish or add to endowment funds;
 - e) fund specific medical or scientific research projects;
 - f) support religious organizations for direct religious activities;
 - g) promote political activities or support advocacy initiatives;
 - h) provide general conference support.
11. All applicants will be required to complete a grant application form. A meeting with Foundation directors or staff will be required.
12. Applicants receiving a grant will be required to submit a final report and support photos upon completion of the project.

***Application Deadlines: April 1 and September 1
December 1 only if funds are available***

Please make 7 copies of your application and support documents and mail to:

Community Foundation of Portage and District Inc.
P.O. Box 1153
Portage la Prairie, MB R1N 3J9

If you have any questions please contact the Foundation:
Phone: (204) 274-2442 Fax: (204) 274-2447 or E-mail: cfpd@mts.net

Website: www.cfpdi.ca