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**Community Foundation
of Portage and District Inc.**

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:

Community Foundation of Portage and District Inc.

Special Project
One-Time Capital Project

STARTING DATE

PROJECT DURATION

3. 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
TOTAL:			

Community Foundation of Portage and District Inc.

4. 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.

5. 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.

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

Community Foundation of Portage and District Inc.

Please send 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.manitobacommunityfoundations.ca/portage

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;

Community Foundation of Portage and District Inc.

- 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.
7. Bursaries and scholarships are awarded to educational institutions and not to individuals.
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, September 1 and December 1

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