



Brockville Community Foundation

2008 Grant Application Form & Guide

Goals of the Brockville Community Foundation

The Brockville Community Foundation, established in 1974, makes annual grants to local charitable organizations for projects **that strengthen and enhance the quality of life in the community**. This can mean many different things, but is most simply described as “increasing social assets or decreasing social liabilities.”

The Foundation considers grant applications from all sectors: health, education, social services, environment, youth, heritage preservation, arts and culture, and so on.

On average, the Foundation grants about \$50,000 each year, with the average grant being about \$2,500. Because our grants are not large, we expect the applicant to provide us with enough information to make a sound decision, but not provide an overwhelming amount of information at the cost of keeping a staff or volunteer away from doing the important work of the organization. In other words, keep your answers brief, concise and to the point.

Basic Eligibility

- Registered Canadian charity, in good standing with the Canada Revenue Agency
- The work of the charity must take place within the United Counties of Leeds and Grenville

Grant-making Criteria

The Foundation prefers to fund **initiatives** which:

- are project-oriented, that is, have a beginning and an end, and generally will be completed within one year
- stem from a clearly identified need or will have a significant benefit on many people in the community
- will positively impact a large number of people, or a will have a large impact on a smaller group of people
- take an innovative approach
- have a well-developed plan with a clear idea of resources that will be needed
- will involve significant meaningful collaboration, if appropriate
- have a realistic budget and have considered other sources of funding
- are in support of the organization’s overall mission and goals

The Foundation prefers to fund **organizations** that:

- serve the citizens of Brockville or the United Counties of Leeds and Grenville
- have not received a grant in the preceding calendar year
- have a solid track record and strong leadership
- have their finances in order
- have the capacity to carry out the initiative

Attachments

Please include ONE copy of your most recent (audited or unaudited) financial statements, as well as *relevant* support materials.

Submitting your application

Deliver **six (6)** copies of the application (and **one** copy of the financial statements) to the Foundation office **no later than Tuesday, May 6, 2008 at 12:00 Noon:**

Brockville Community Foundation
9 Broad Street, Suite 204
Brockville, ON, K6V 6Z4

Electronic submission

You may choose to submit your grant application by emailing it to: info@bcfdn.ca, prior to the deadline. PLEASE NOTE: That we cannot be responsible for any applications that do not arrive electronically for whatever reason. We will attempt to reply by email to acknowledge receipt.

Contact from Grants Committee

Depending on the type of project being proposed, a member of the Foundation's grants committee may contact you to arrange a site visit or to find out more information.

The Granting Process

Members of the Foundation's grants committee will be evaluating your proposal based on the Foundation's Grant-making Criteria. Recommendations for grants will be reviewed and approved by the Foundation's Board of Directors at a board meeting on May 20th. Applicants will be notified as soon as possible, and will be asked to come to the Foundation office to sign a Grant Agreement and pick up their cheque.



Brockville Community Foundation

Grant Application Form – 2008

I. APPLICANT INFORMATION

Please provide information about the applicant as indicated. Include a contact person that we will be able to reach if we need more information. **You must include your Charitable Registration Number in the proper format – your application will not be considered if it is not provided.**

Organization: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Website: _____

Primary Contact: _____

Title: _____

No. of Employees: Full Time _____ Part Time _____ Volunteers _____

Sponsor Information (if applicable)

Sponsor Organization: _____

Primary Contact/ Title: _____

Telephone: _____ Fax: _____ Email: _____

Charitable Registration Number _____ (mandatory)

II. PROJECT OVERVIEW

Name of initiative or project? _____

Is this a new or existing initiative? _____

What is the duration of the project or initiative? _____

How much funding are you seeking from BCF? _____

In what ways will you publicly recognize a grant from the Brockville Community Foundation? _____

III. PROJECT DETAILS

The answers in this section will allow the Foundation to review your proposal in light of its grantmaking criteria. Use this section to make the case as to why the Foundation should support your initiative with a grant. MAXIMUM ONE PAGE.

Please describe the project you are proposing. What activities will you be undertaking?
Please be sure to address:

- What the funding from BCF be used for, specifically.
- What your rationale is for undertaking this project. For example, how you have identified that there is a need for this project, or how the project will benefit the community.
- How this initiative will enhance the quality of life in the community. Who will benefit and how?
- How feasible this project is. Please briefly describe your implementation plan.
- If you are collaborating with other organizations/ partners in this project.
- How you will know if your project is successful. How you plan to evaluate the project

IV. ORGANIZATION INFORMATION

Use this section to show how the project you are proposing links with the overall goals or mission of your organization. Show us how your organization will be able to successfully carry out this project. MAXIMUM ONE-HALF PAGE.

Please describe your organization in light of the following:

- State the mission statement or goal of your organization.
- Describe the capability of your organization to conduct the project.

V. FINANCIAL INFORMATION

Use this section to outline your costs as well as expected revenues for the initiative. (MAXIMUM ONE-HALF PAGE)

Please provide the following:

- How will the project be funded in the future (if applicable)?
- Have you applied elsewhere for funding? Have you presently received or have been guaranteed any other funding for this project?

Please provide a simple **Project Budget**. A template is attached that you may use.

PROJECT BUDGET

Please use the following template to outline your budget for this initiative.

| <u>Expenses (Supplies, Promotions, Salary, etc.)</u> | <u>Amount (\$)</u> |
|--|--------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|----------------|-------|
| Total Expenses | _____ |
|----------------|-------|

| <u>Revenue (Fees, Grants, etc.)</u> | <u>Amount (\$)</u> |
|---|--------------------|
| <i>Requested from Brockville Community Foundation</i> | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|----------------|-------|
| Total Revenues | _____ |
|----------------|-------|

| | |
|---|-------|
| Net Surplus or Deficit (Revenue minus Expenses) | _____ |
|---|-------|

| | |
|---|-------|
| For Office Use Only – Do not fill out. | |
| 1. Date Received: | _____ |
| 2. Date Reviewed: | _____ |
| 3. Grant Approved: | _____ |
| 4. Amount Granted: | _____ |
| 5. Date of Payment: | _____ |
| 6. Other Information: | _____ |