

GRANT APPLICATION 2010

Please review the following guidelines before submitting a grant application to the SCF

By signing the application the applicant agrees to the expectations of grant recipients and gives SCF permission to publish grant info upon approval of the grant. Grant applications, which are not approved, will remain confidential.

10 copies of your application and supporting documents to: should be sent to:

Sarnia Community Foundation, 110-560 Exmouth Street, Sarnia ON N7T 5P5

DEADLINE: April 30th

For more information contact the Executive Director
Phone: 519 332 2588 E-mail: ed@sarniacommunityfoundation.ca

Granting Guidelines

In order to comply with the charitable objects governing the Foundation effectively and efficiently, the Sarnia Community 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.

In supporting projects, preference will be given to innovative ideas and initiatives which:

- Improve the quality of life in Sarnia-Lambton. Quality of life includes all aspects of life: health, education, social services, arts, culture, recreation and the environment
- Address critical community needs
- Strengthen the community's capacity to care for itself
- Develop partnerships and cooperation within and across sectors
- Seek to deal with change taking place within the community
- For the 2010 grant year the SCF Board and grant committee will be giving special consideration to those projects and programmes that support families at risk due to the prevailing economic conditions.

To be eligible to receive a grant, organizations must:

- Be a registered charitable organization with the Government of Canada
- Be in operation at least one year
- Provide services that directly benefit the citizens of Sarnia-Lambton
- Receive volunteer support from the community
- Submit all the requested information in their application

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The following are NOT eligible for grants:

- Annual Fund drives
- Travel costs
- Building campaigns
- Debt reduction
- Institutions' statutory programs
- Projects or programs that will be completed before the grant decision takes place
- Political activities
- Endowment funds
- Core operating expenses
- Core operating equipment
- Direct religious activities

Grants are awarded for definite purposes and for projects covering a specific period of time.

Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.

Grants will be awarded on an annual basis no later than the Fall of the same year.

Application Process:

1. All applicants are required to complete in full the grant application form and include all the required documents as listed. Applicants are required to submit **10 copies** of the application and supporting documents. It is not necessary to submit the Guidelines section (pages 1-3) of this document. *Please note: Incomplete applications will not be considered.*
2. A letter acknowledging the receipt of the completed application will be sent.
3. A meeting with the SCF directors or staff may be required.
4. Contact regarding the status of the application will be made following the SCF Board's approval of grant recipients. This can be up to 4 months following the closing date for applications.

Grant Process:

All applications that include the requested material and that meet the guidelines as outlined above are forwarded for consideration to the Grants Committee of the Foundation. After careful review the grants committee makes a recommendation of grant recipients to the SCF board of directors for approval. Any recommendation requires a majority vote of approval by committee. The Board of Directors makes the final decisions based upon the committee's recommendations and the funds available.

Successful applicants are notified by letter which will include an agreement setting out terms and conditions of the grant to be signed and returned to the Foundation before funds are released. A follow up report is required within one year.

Those applicants that are declined are informed in writing. The decision of the Board is final.

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The Sarnia Community Foundation currently grants once in a calendar year. We are unable to consider an application received after the published deadlines. Please visit our website for deadlines or other information regarding the work of the foundation.

www.sarniacommunityfoundation.ca

Applicants chosen to receive a grant:

- Must provide any documentation required by the grant committee to prove the grant funds were allocated to the project applied for (e.g. receipts, minutes, bank statement etc.)
- To be available for photos, interviews or any other promotional activities as arranged by the granting committee (e.g. banquets, award ceremonies, media interviews, etc)
- Are encouraged to publicize their grant as a means of increasing public awareness of the charitable work of the Foundation in Sarnia Lambton.
- Must acknowledge the Foundation as a funder during the fiscal year in which they receive the grant.

For more information on the work of the Foundation or to obtain and use the logo please contact the Foundation Office.

The Sarnia Community Foundation has a privacy policy that protects personal information. Any personal information requested on this application will only be used to assist with the assessment of the grant application. Applications and supporting paper work are destroyed after the grant process is complete. One copy of the application form and supporting documents may be kept for audit purposes.

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AGENCY INFORMATION

Name of Organization _____

Charitable Registration Number: _____ RR 0001 ****REQUIRED**

Address _____

Postal Code _____ Telephone _____ Fax _____

Primary Contact Person _____ Title _____

Telephone _____ Email _____

Year Established _____ Website _____

Number of Employees: Full-time _____ Part-time _____ Number of Board Members: _____

ATTACHMENTS TO BE INCLUDED

- List of current officers of the Governing Board and all Directors
- Copy of the most current audited or reviewed financial statements
- Income and expense budget for the current fiscal year
- Detailed Project Budget including quotations for capital purchases

GRANT REQUEST

COST OF THE PROJECT \$ **AMOUNT REQUESTED \$**

TYPE OF GRANT REQUESTED:

- Demonstration Project
- One-Time Capital Project

Project Description Summary:

Project Start Date: _____ **Completion Date:** _____

This application must be signed by a signing officer of the Board of Directors of your organization. This should be the Chair/President, Vice-chair/Vice-president or Treasurer.

Signature _____ Title _____

FOR OFFICE USE ONLY

FILE # _____ DATE RECEIVED _____ ACKNOWLEDGEMENT SENT (date) _____

AMOUNT REQUESTED _____ AMOUNT APPROVED _____ FUND _____

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Project Information

1. Describe the project, including the purpose of the project and goals.

2. Describe the involvement of your organization, members of the community and other organizations in the development and implementation of the project.

3. Site evidence of the human or community need for the project specifically stating its significance to Sarnia Lambton.

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4. How you will measure the success of the project.

5. Have you approached other sources of support? Yes No

Name	Amount	Confirmed	Unknown

6. Are you a United Way funded organization? Yes No

7. Is the request part of a fund raising campaign Yes No

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

9. When did the governing board approve this project?

Information about the Organization submitting the application

1. What is the purpose of the organization?

2. What services are provided? – include target population, geographic area served,# of people served

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3. What is the annual operating budget?

4. Who are the major operational funders of the organization?

5. When is the last time your organization received a grant from the Sarnia Community Foundation? _____

6. What were the funds used for? _____

7. How does this project fit with the organization's mission? _____

“ We acknowledge and accept that should our application be approved and funded, the grant will be used for the purposes outlined in this application and for no other purpose, unless permission is sought and obtained in writing in advance from the Sarnia Community Foundation. We will undertake to comply with the requirements of the Foundation related to evaluation, reporting and publicity for the grant should the application be successful by the dates set out in any approval letter issued to us.”

Signature of signing officer as on page 4

Title

Signature of individual submitting the application

Title

Date