

NOTE: It is strongly recommended that applicants discuss their project with the Barrie Community Foundation BEFORE starting the application process.

GRANT APPLICATION FORM
PLEASE CONSULT THE WEBSITE FOR CURRENT
APPLICATION DEADLINES
APPLICATION INSTRUCTIONS

Please refer to the Grant Guidelines before completing the application.

Name of Grant Applied For:				
Amount Requested:	\$		Total Cost of Project:	\$

1. Applications must be fully completed and submitted by the deadline date to the Barrie Community Foundation (*see Part V for submission instructions*). The form may be saved in Word and computer-typed (*use as much space as needed, which may push text into extra pages*), or block-printed clearly (*use the back of pages if necessary*).

2. Number all pages, and complete and submit this checklist with your application:
 - Application Form
 - Part I: Applicant Information
 - Part II: Project Information
 - Part III: Assessment Criteria
 - Part IV: Project Budget
 - Part V: Disclosure and Release Statement (*signed and dated*)
 - List of LOCAL Board of Directors
 - Current LOCAL operating budget
 - Most recent financial statements
 - Two community references (*including contact information*)
 - Credentials of caregivers
(*IF application is on behalf of a group providing medical or counseling support*)
 - Letters of support and intent from project partners/supporting organizations
(*IF applicable*)
 - A minimum of two quotations (*IF the request is for the purchase of capital equipment*)
 - Copies of any support materials (*relevant publications, news articles, drawings, any other information relevant to the application, etc.*)
 - List of all enclosures submitted with the application.

3. Applications are assessed on the criteria listed in the Project Eligibility portion of the Grant Guidelines.
4. Notification of approval or rejection will be made within one month of the application deadline. If the project is approved, the Community Foundation will prepare a Grant Recipient Agreement outlining terms and conditions. A Final Report will be required within six weeks of the project's completion.

APPLICATION FORM

PART I: APPLICANT INFORMATION

1. ORGANIZATION OR GROUP REQUESTING ASSISTANCE

Eligible applicants must be "qualified donees" as defined by the Canada Revenue Agency

Organization Name:

Address:

City or Town:

Postal Code:

Registered Charitable Number (**required**):

Contact Person:

Position/Title:

Telephone: Day:

Evening:

E-mail:

Website:

2. PREVIOUS APPLICATIONS FOR A COMMUNITY FOUNDATION GRANT

Specify the date(s) and project(s) of any previous BCF applications, indicating approval or decline.

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3. DESCRIPTION OF APPLICANT

Give a brief description of the history and purpose of your organization. Include the following information: founding date; whom it serves; volunteer base; staff; location; achievements; mission statement; community partners.

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Please check here to confirm authorization by your Board of Directors to submit this application.

3. FINANCIAL STATEMENTS

Are your financial statements audited: Yes No

If your current financial statements reflect a surplus, please explain the purpose of the surplus.

If your current financial statements reflect a deficit, please outline your deficit reduction plan.

4. OTHER FUNDING/ASSISTANCE PARTNERS

List any partners who have committed financially or who will be approached for this project. This information must also be listed on the Project Budget.

PART II: PROJECT INFORMATION

1. PROJECT DATA

Project Title:

Project Location:

2. TIME LINE

Start Date:

Completion Date:

3. DESCRIPTION: Give a brief description of the project (maximum 50 words).

4. PURPOSE: Outline what this project will accomplish, and how this relates to your overall aims.

5. COMMUNITY BENEFIT: Explain how this project will benefit Barrie and area.

6. RECOGNITION OF THE BARRIE COMMUNITY FOUNDATION: Outline your communications plan with respect to the opportunities for recognition of the Foundation's support.

PART III: ASSESSMENT CRITERIA

1. COMMUNITY NEEDS: Explain what needs your project will meet; for what specific population (i.e. age, ethnicity, gender); and the approximate number of people it will impact.

2. ORIGINALITY: State if anyone else in the community is working on this issue; and, if so, how your project will differ from or improve upon existing programs. Explain how you can consult or co-ordinate with community partners, and what you have done to make these connections.

3. VOLUNTEERISM/PARTNERSHIPS: Outline if/how the project supports volunteerism/community partnerships. Indicate how many volunteers would be involved in the project.

4. IMPLEMENTATION AND EVALUATION: Outline the methods by which you plan to achieve your objectives, and describe how you will measure your success.

5. ONGOING FUNDING: If this project requires ongoing funding, explain how this will be addressed in the future. If another group is providing ongoing funding, confirm their support of this application.

PART IV: PROJECT BUDGET

Complete the following Expenses, Revenue, and Summary charts.

PROJECT EXPENSES

Description of Project Costs	Amount
	\$
Total Project Expenses	<u><i>Transfer to summary</i></u> \$

Note: If the grant request is for the purchase of capital equipment, a minimum of two quotations must be included with the application.

Grant Funds Requested from Community Foundation:	\$
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PROJECT REVENUE

Sources of Funding	Total Amount	Received	Expected
Grant Funds Requested from BCF	\$	\$	\$
Government Funding			
Federal			
Provincial			
District			
Municipal			
In-kind Donations			
Donated Labour <i>(In-kind volunteer labour is to be valued at a rate of \$12.00 per hour)</i>			
Donated Materials			
Fundraising			
Other Sources (please specify below) <i>(e.g.: Foundations, corporate sponsorship, partners, donations, etc.)</i>			
1.			
2.			
3.			
4.			
5.			
Total Project Revenue	<u>Transfer to summary</u> \$		

PROJECT BUDGET SUMMARY

Note: the Project Expenses and Project Revenue must be in balance.

Total Project Expenses	Total Project Revenue
\$	\$

PART V: DISCLOSURE AND RELEASE STATEMENT

1. We (“we” refers herein to the “applicant”) hereby certify that the information shown in this Barrie Community Foundation (“BCF”) application and any documents submitted with it are a complete and true declaration.
2. We confirm that, if any statement we have made herein or in accompanying materials proves to be incorrect in any way, we shall notify the BCF.
3. We understand that all applications will be assessed by the Grants Committee as well as the board of the Barrie Community Foundation, and that proposals may be reviewed by external advisors, selected for their knowledge of appropriate issues or sectors.
4. We further understand that we may be asked to provide supplementary information to assist in the review process: this may include a site visit, interview, or presentation.
5. We understand that the BCF has a *Privacy Statement*, which we may view at any time, and we understand and consent to the BCF collecting, using, retaining, and disclosing the information contained in this grant application for the limited purpose of determining eligibility for a BCF financial contribution as is required by law. We understand that the BCF will handle our personal information in strict confidence in accordance with the Federal Privacy law as set out in the BCF’s *Privacy Policy*.
6. We understand that the terms and conditions of any authorized BCF financial contribution will be set forth in a Grant Recipient Agreement, which we must execute to acknowledge our acceptance.
7. We further understand and consent to the BCF publicizing our project, if we are successful in obtaining a financial contribution from the Barrie Community Foundation, which may or may not include personal information, such as the name of the Applicant.

DATED, at _____, this _____ day of _____
20____

<i>Name of Organization:</i>	
<i>Name of Representative:</i>	
<i>Signature of Representative:</i>	

Please submit applications:

1. E-mail to:

AND SUBMIT 1 COPY:

2. Mail to: Barrie Community Foundation
 36 George Street, Barrie ON L4N 5N3

3. Hand deliver to: 36 George Street, Barrie ON

Be sure to complete and include Page 1 checklist with your application and documentation.