SYLVAN LAKE

COMMUNITY ENDOWMENT FUND

Suite 503, 4901 48th Street,

Red Deer AB T4N 6M4

403 341 6911

**Grant Application**

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| **The Sylvan Lake Community Endowment Fund is a community catalyst committed to building a legacy which strengthens the quality of life in Sylvan Lake and the surrounding area.** |

## **Guiding Principles of the Sylvan Lake Community Endowment Fund Committee**

### **A Community Catalyst**

We work with community and for community by supporting organizations that demonstrate a collaborative approach. We support innovative projects that align with our guiding principles. Not every new idea will work, but we will learn from every project.

**Quality of Life**

We are committed to strengthening the quality of life in Red Deer and the surrounding area. We build on the strengths of the community and address issues that detract from community well being by supporting organizations that share this goal with us.

**Stewardship**

We are building a community legacy because we never touch our capital pool of money. While our capital base grows, we use the income earned to support community. We are committed to investing wisely, managing efficiently and looking for ways to maximize resources and results through alliances and partnerships.

**Proactive Attitude**

The Foundation does not necessarily wait for applications. Through strong community relationships we identify and address issues with other community organizations and district municipalities.

### **Volunteer Support**

Programs that utilize a strong volunteer force, or are dedicated to supporting volunteers, will be priority for Foundation support.

### **Independence for Individuals**

Community development means building the capacity of individuals to be independent and self-sustaining. We will give strong consideration to projects that support this principle.

**Application Process**

1. Please contact the Red Deer & District Community Foundation office to discuss your proposal before completing and submitting the application package.
2. Only **QUALIFIED DONEES**, as defined by the Canadian Income Tax Act, are eligible for Foundation grants, including, but not limited to, registered charities, registered Canadian amateur athletic associations; certain housing corporations providing low-cost accommodation to the elderly and local municipalities
3. The Board will not consider applications for deficit funding of projects.
4. The grant application submission deadline for **Spring 2019** will be **Monday, April 15** at **4:30pm**. Please contact the office for future dates. Grant applications submitted after the grant submission deadline will not be considered for funding and will be returned.
5. A complete grant package must be delivered (not postmarked) to the Foundation office on or before the submission deadline. A complete grant application will include all of the following:

**The original & nine (9) copies of each:**

* **Part A and Part B (see inside) are required.**
* **Audited financial statements (as per your organization by-laws)**

**One (1) copy of each:**

* **Evidence of Charitable status with Canada Revenue Agency (front page of your T3010)**
* **Minutes of the Board meeting authorizing this grant request**
* **Certificate of Incorporation**
* **Original signed Declaration of Intent and Statutory Declaration (see back)**

1. Grant allocations will be announced approximately six weeks after the grant submission deadline.
2. Grant recipients are fully accountable to the Foundation for funds received. As such, applicants will be required to sign the Declaration of Intent and the Statutory Declaration (see back page) and fulfill the requirements therein.
3. To assist us in raising the profile of the Foundation all recipients are required to acknowledge their partnership with the Red Deer & District Community Foundation in all project communications.

APPLICATION FOR FUNDING

**To: Sylvan Lake Community Endowment Fund**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART A ABOUT YOUR ORGANIZATION**

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

CONTACT NAME: CONTACT PHONE NUMBER:

CONTACT FAX NUMBER: E-MAIL ADDRESS:

WEB-SITE: YEARS IN CONTINUOUS OPERATION:

INCORPORATION NUMBER: INCORPORATION DATE:

CHARITABLE DONATION NUMBER: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ R R \_\_ \_\_ \_\_ \_\_

CHARITABLE ORGANIZATION NAME: NAME OF PROJECT: (if applicable):

EXECUTIVE DIRECTOR (if applicable):

NUMBER OF STAFF: FULL TIME PART TIME NUMBER OF VOLUNTEERS:

AMOUNT REQUESTED: $

**Authorization for application:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A1. MISSION AND GUIDING PRINCIPLES: (overall purpose of your organization – may be thought of as values and philosophy)

A2. MANDATE: (what your organization does - identify any legislation that governs your mandate)

A3. GOALS OF YOUR ORGANIZATION FOR THE NEXT 1-3 YEARS:

A4. PROGRAMS AND SERVICES: (list of programs and services you provide, including information on history, capacity and past successes)

A5. BOARD OF DIRECTORS: (attach a list of names, city of residence and backgrounds of your current board of directors)

PART B WHAT YOU ARE REQUIRING FUNDING FOR….

Please complete the following. Your organization/group may not have some of the information, so if it is not available, please indicate “N/A”. Please keep this information brief in order to facilitate review.

B1. NAME AND DESCRIPTION OF THE PROGRAM OR PROJECT:

B2. TARGET POPULATION/GROUP (Who will be served? Where are they located geographically? State percentage in Red Deer and other respective communities)

B3. PURPOSE OF THE PROGRAM (what it is intended to do, how will it assist the target population?)

B4. COMMUNITY NEED (Why is there a need for this program in the community and how have you determined that this need exists? What demographic information or statistics support the assertion of community need? Are others in the community offering a similar program?)

B5. COMMUNITY PARTICIPATION (What resources or assets already exist and how are you building on them? What partnerships or other relationships can you leverage within your community and how are you doing so? How will volunteers be involved in this program? What opportunity will there be for clients to participate in the planning and delivery of this program?).

B6. FIT WITH YOUR MISSION AND MANDATE (How does this program fit your overall organization’s mission and mandate? How will it further your organizational goals?).

B7. HOW WILL IT OPERATE (How will the program operate. For example, how many staff and volunteers will be involved; what qualifications do they require? Where will the program operate from?).

B8. OBJECTIVES AND ANTICIPATED OUTCOMES (What are the specific objectives and outcomes that are expected from the program that funding is being requested for?)

B9. MEASURING SUCCESS: (How will you define success - what criteria or measures will you use to determine if the program has been successful? How do these metrics reflect the anticipated outcomes?)

B10. AWARENESS: (What steps will you take to promote this program and your organization within the community? What tools will you use to accomplish this? What will you do to communicate the Foundation’s participation in the program)

FUNDING

B11. PROVIDE A LIST OF OTHER EXISTING OR PROPOSED FUNDERS FOR THIS PROGRAM. WILL YOU BE FUNDRAISING FOR PART OF THE OPERATING EXPENSES, AND IF SO, HOW MUCH?

B12. PROVIDE A BUDGET SPECIFIC FOR THE PROGRAM BEING APPLIED FOR INCLUDING THE FUNDING YOU ARE REQUESTING.

**DECLARATION OF INTENT:**

(to be completed by a signing authority of your organization)

As the applicant, I declare that if awarded a grant by the RED DEER & DISTRICT COMMUNITY FOUNDATION, it shall be used solely and explicitly for the purposes stated in this application and in accordance with the statement of expenditure (budget) as submitted and approved. Any portion of the grant funds not used for these purposes, or any portion not required to complete the project or meet the described objectives, will be returned to the RED DEER & DISTRICT COMMUNITY FOUNDATION, unless prior written permission to vary these purposes is obtained from the Foundation.

***I agree to provide, within 60 days of project completion:***

***\_ a report detailing the use to which the funds were applied.***

***\_ copies of all publicity and/or printed materials associated with the project***

***\_ a detailed statement of revenues and expenditures***

***\_ any other relevant information as may be required by the Foundation to satisfy their accounting requirements.***

As a condition of accepting assistance from the RED DEER & DISTRICT COMMUNITY FOUNDATION. I agree to permit an auditor appointed by the Foundation or recipient to examine all books and records having any connection with the monies received.

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

**STATUTORY DECLARATION:**

In the matter of a grant request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of project)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address), \_\_\_\_\_\_\_\_\_\_\_(postal code) in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city/town) in the Province of Alberta, do solemnly declare that I, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (official position "the applicant") am the person designated to receive and disburse funds on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(registered name of organization)

and that all statements made or presented by me in this application are true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARED before me in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

in the Province of Alberta this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_ A.D.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

A commissioner for Oaths/Notary Public

For the Province of Alberta

MY APPOINTMENT EXPIRES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_