

Applying for a Grant

The mission of the Drayton Valley Community Foundation is to ***build and manage resources to enhance our community***. The "Community" encompasses the Town of Drayton Valley and the surrounding area.

In order to accomplish the Foundation's mission effectively and efficiently, the staff and Board of Directors have developed a thorough review process for grant applications. The granting guidelines are listed here for review prior to completing an application form:

Grants are made to registered charities and qualified donees. (*Income Tax Act*, R.S.C. 1985 (5th supp.) c. 1, para. 110.1(1)(a), ss. 118.1(1) and 149.1(1).

- Organizations must demonstrate a strong and committed Board, fiscal responsibility, and effective management.
- Projects must benefit primarily the people of the "Community" (as defined).
- Applicants must establish that there is a need for the project.
- Grants are awarded for definite purposes and for projects covering a specific period of time.
- Capital requests must include a maintenance and replacement plan.
- Pilot or demonstration projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
- **Preference is given to projects which:**
 - benefit the whole community;
 - encourage more efficient use of community resources;
 - demonstrate new approaches and techniques in the solution of community problems;
 - promote cooperation and sharing among organizations, eliminating duplication of services;
 - promote volunteer participation;
 - strengthen management capabilities.
- **Grants are not made to or for:**
 - Individuals;
 - annual fund drives;
 - establish or add to endowment funds;
 - political activities;
 - direct religious activities;
 - multi-year funding.

**Return completed form and attachments to:
Drayton Valley Community Foundation, P.O. Box 6836, Drayton Valley, AB, T7A 1S2
Telephone: (587) 464 0400, dvcf@incentre.net**

**DRAYTON VALLEY COMMUNITY FOUNDATION
GRANT APPLICATION**

1. Organization Information

Organization Name: _____

Contact Name: _____

Address: _____

Email: _____

Telephone: (1) _____ (2) _____

Fax : _____

Incorporation Date: _____ Incorporation #: _____

Revenue Canada Charitable Registration Number: _____

Number of Staff: Full time _____

Part time _____

Attachments Provided:

(an **X** indicates items are attached. *(Not all items may be applicable.)*)

____ A1. Brief description of mission, goals and objectives of the organization, services provided, target population, geographic area served and the number of people served last year.

____ A2. List of Board of Directors and Officers; Committee members

____ A3. Most recent audited financial statements and annual report.

____ A4. Income and expense budgets for:

____ Last fiscal year

____ Current fiscal year

____ Next fiscal year

____ A5. Most recent interim financial statements for the current year.

____ A6. A recent newsletter and/or brochure.

2. Grant Request

Amount Requested: _____

When are funds needed? _____

Type of grant requested:

_____ One-time capital project

_____ Special or demonstration project

Duration of project: _____

Projected starting date: _____

Completion date of project: _____

3. Attachments

(Note: Attachments should be identified but need not be on separate pages. Mark an **X** for attached items)

_____ A7 A brief statement of the purpose, goals and objectives of the project or capital acquisition, and its relationship to the overall goals of the organization.

_____ A8 Cite evidence of the need for the project, stating its significance to the "Community".

_____ A9 Describe consultations held with other organizations or experts in this field.

_____ A10. Indicate how you will measure outcomes - ie the success of the project in relation to its goals and objectives.

_____ A11. Outline the capacity of your group to conduct the project.

_____ A12. Complete a **detailed project budget** (page 4 of grant application). Include copies of **at least two quotations** for capital acquisitions.

_____ A13. List other funding sources approached for support and responses to date.

_____ A14. Identify sources of financial support for the ongoing operating costs to implement a successful demonstration project, or those related to the capital acquisition.

_____ A15. Describe how will the Drayton Valley Community Foundation be recognized by your organization if you receive this grant.

_____ A16. If you do not receive the full amount of the grant requested will the project still continue? Where will the additional money come from?

4. Authorization

Has your organization authorized this grant application? _____ When? _____

This application must be signed by the Chairperson, President or Treasurer of the organization (group):

Name: _____

Position: _____

Signature: _____

Date: _____

Receipt of a grant application will be acknowledged. A meeting with a Foundation Board member(s) may be required during the review process and reference sources will be consulted concerning your application. The review process will be complete within one month of the application deadline.

<i>For Foundation Use Only</i>	
Application # _____	Date Received: _____

PROJECT BUDGET

Project Expenditures:

Items

Cost

Salaries/benefits

\$ _____

Professional fee/honoraria

\$ _____

Capital (specify):

\$ _____
\$ _____
\$ _____

Other (specify):

\$ _____
\$ _____
\$ _____

Total Project Expenditures

\$ _____

Project Funding:

<u>Sources of Revenue</u>	<u>Assured</u>	<u>Potential</u>	<u>Contact/Telephone</u>
Funding on hand:	\$ _____		
Requested from the <i>Drayton Valley Community Foundation</i> :	\$ _____	\$ _____	_____
Other Foundations:			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Government(specify):			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Other (specify):			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Total Project Revenue:			\$ _____