

## **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](mailto: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  
 General operating support

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.

**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.*

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

## PROJECT BUDGET

### Project Expenditures:

**Items**

**Cost**

Salaries/benefits

\$ \_\_\_\_\_

Professional fee/honoraria

\$ \_\_\_\_\_

Capital (specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Other (specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total Project Expenditures**

**\$ \_\_\_\_\_**

**Project Funding:**

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