



GRANT APPLICATION FORM

AGENCY INFORMATION

Name of Organization _____

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

Primary Contact Person _____

Title _____

Telephone _____

Email Address _____

Postal Code _____

Telephone _____

Fax _____

Year Established _____

Website _____

Number of Employees: Full-time _____

Part-time _____

Number of Board Members: _____

ATTACHMENTS TO BE INCLUDED

- List of 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

AMOUNT REQUESTED \$

TYPE OF GRANT REQUESTED:

- Special Project
- One-Time Capital Project

Project Description Summary:

Project Start Date: _____

Completion Date: _____

This application must be signed a Member of the Board of Directors of your organization.
(Chair/President, Vice-chair/Vice-president or Treasurer)

Signature _____

Title _____

FOR OFFICE USE ONLY			
FILE # _____	DATE RECEIVED _____	ACKNOWLEDGEMENT SENT (date) _____	
AMOUNT REQUESTED _____	AMOUNT APPROVED _____	Final Report Submitted _____	

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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. Tell us how the project will benefit the community.

4. How are the operations of the organization funded? (i.e. private, government)

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

Name	Amount	Confirmed	Unknown

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

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7. When did the governing board approve this project?

8. How will the Winkler Community Foundation be recognized in contributing to this project?

Agency Information

1. What is the purpose of the organization?

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

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

4. When is the last time your organization received a grant from:
Winkler Community Foundation _____ Youth in Philanthropy _____

5. Please review the following guidelines before submitting a grant application to the WCF

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

Please **send 4 copies** of your application and supporting documents to:
Winkler Community Foundation, 185 Main Street, Winkler, MB R6W 1B4
For more information: Myra Peters, Executive Director
Phone: (204) 362 9292 E-mail: wcf@winkleronline.com

GRANT APPLICATION GUIDELINES

Objectives of Winkler Community Foundation:

- To support social services to advance the welfare of the needy and the alleviation of human suffering and poverty
- To support and develop recreation and physical fitness activities
- To assist and promote the arts, culture and heritage activities;
- To advance education;
- To support and advance the provision of medical services;
- To support the enhancement of the environment;
- To support and advance other community activities or facilities of a charitable nature.

Granting Guidelines

In order to accomplish these objectives effectively and efficiently, WCF 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.

1. Project must primarily benefit the people of Winkler and District.
2. Grants are made only to non-profit organizations with CRA Registration Numbers and other qualified recipients under the Income Tax Act.
3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are made annually. Check the website for the annual deadline for applications.
5. An appointed grants committee makes a recommendation of grant recipients to the board of directors. The recommendation requires a majority vote of approval by the board.
6. Grants are awarded for definite purposes and for projects covering a specific period of time.
7. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
8. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased response from other sources.
9. Preference is given to projects which:
 - support capital projects / bursaries & scholarships
 - encourage more efficient use of community resources;
 - address the underlining causes of problems in our society rather than dealing only with symptoms;
 - are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
 - promote volunteer participation
 - demonstrate evidence of community support and organization initiative

GRANT APPLICATION GUIDELINES

10. Grants are not made to, or for:

- projects or programs that will be completed before the grant decision takes place
- operating expenses/ capital deficits/ mortgages
- annual fund drives
- establish or add to endowment funds;
- specific medical research projects or scientific research projects;
- direct religious activities;
- political activities
- individuals

11. Grant recipients will be required to complete a grant report showing accountability for the use of funds within one year. Failure to complete this report may result in denial of future fund applications.

Application Process:

1. All applicants are required to complete in full a grant application form, include required documents as listed on the application and send in **4 copies** of the application.
2. An email acknowledging the receipt of the application will be sent.
3. A meeting with the WCF directors or staff may be required.
4. Contact regarding the status of the application will be made following the WCF Board's approval of grant recipients. This can be up to 2 months following the closing date for applications.

Submitting Final Grant Report:

All grant recipients are required to provide a final report at the conclusion of their project. This report should contain:

1. A financial summary of all grant expenses or receipt of purchases.
2. A narrative, no longer than two pages in length; that describes the following:
 - Objectives of the project
 - Activities carried out to meet the objectives.
 - Results accomplished
 - Lessons learned
 - How the project will be continued once the grant is finished. (if applicable)

Completed final reports can be emailed to the Winkler Community Foundation at wcf@winkleronline.com.

Grant recipients are encouraged to publicize their grant as to increase public awareness of the charitable work in our community. For more information on obtaining and the use of the logo please contact the Winkler Community Foundation Executive Director.

Winkler Community Foundation, 185 Main Street, Winkler, MB R6W 1B4

For more information: Myra Peters, Executive Director
Phone: (204) 362 9292 E-mail: wcf@winkleronline.com

GRANT APPLICATION GUIDELINES

EFFECTIVE DATE: November 8, 2004

APPROVED BY BOARD OF DIRECTORS: Monday, November 8, 2004

SUBJECT TO REVIEW: Annually

No.	Name	Effective Date	Last Revised	Re-Affirm Date	Review Date
2.02	Grant Application	Nov 8/04	JUNE 11/12		June/14