



CAMPBELLFORD/SEYMOUR
COMMUNITY FOUNDATION

a living legacy rooted in the community

For Office Use Only
Date Received

GRANT APPLICATION

Submit original and 2 copies

PART A

Name of Organization

Full Mailing Address, including postal code

Primary Contact Person for this application

Title

Signature _____

Phone

Fax

E-mail

Name of Sponsoring Organization (if applicable)

Full Mailing Address, including postal code

Sponsor's Phone

Sponsor's Fax

Sponsor's E-mail

I confirm that the information contained in this application is true and accurate to the best of my knowledge. (Authorized Signing Officers for sponsoring organization—2 Signatures are required)

Primary Contact Person for this application

Title

Signature _____

Secondary Authorized Person

Title

Signature _____

Charitable Registration Number (required format: 12345-6789 RR0001)

Your Number

Sponsor's Number

Are you applying for the **Building Community Grant – Job Opportunity for Youth in the Not-for-profit sector**? Yes ____ No ____ (If yes, also complete Part D on the following page.)

Project Name

Amount Requested

Please complete Parts B, C & D in a numerated format. Your answers should be numbered to match the questions to ensure our grants committee can easily locate information when reviewing your application.

PART B - Organization Background

1. Briefly state your organization's mission or mandate.
2. Please provide a brief overview of the programs and services provided by your organization.
3. Have you applied for and received a grant from the CSCF? Please list previous grant projects and current status (i.e. - complete, ongoing, expected date of completion).

PART C - Project Description

1. Briefly describe the project for which you are requesting funds. Include information on how the need was determined, how your organization will benefit from the project, and how the community will benefit from the project. Also, how does the project demonstrate an innovative or creative approach to addressing the need identified?
2. Is this a new or existing project and what are the proposed start/completion dates?
3. What resources and expertise in your organization will support you in undertaking the project? (Include those of staff and volunteers).
4. What are the measurable project outcomes and how will they be evaluated?
5. If you have project partners, please identify who they are and the role that they will play. If you are being sponsored by a Charitable Organization please attach a letter from the Sponsoring organization agreeing to partner with your organization.
6. If you have agreements with other organizations, attach a copy of the agreement and a letter of support from that organization. (i.e. Your building is on land owned by another organization).
7. Have you applied to any other fund provider to cover the costs of this project? If so, please identify the fund provider and the amount of the request. (i.e. Ontario Trillium Foundation)
8. Do you intend to continue this project after completing the activity covered by this grant? What funding sources will support it in the future?
9. Attach an itemized project budget, listing the proposed expenditures and cost of each.
10. Attach two quotes for all project budget items or an explanation about a single source supplier.
11. Attach a proposed payment schedule for when the funds will be required.

PART D – Building Community Grant – Job Opportunity for Youth in the Not-for-Profit Sector.

1. Job opportunity project name or designated youth position and expected hours per week.
2. How will the position be advertised?
3. Work and Learning Plan – Describe how you will maximize training, job skill development and hands-on experience. Include how you intend to engage youth through participation, involvement, structured activities, adult support and project completion.

Attach to original: (include for sponsoring organization if applicable)

- ✓ 2 photocopies of Parts A, B, and C
- ✓ List of Board of Directors
- ✓ Current operating budget
- ✓ Strategic Plan
- ✓ Most recent (audited or un-audited) financial statements
- ✓ AGM notes.
- ✓ Other pertinent materials may be appended
- ✓ Items 6, 7, 10, 11 and 12 as noted above

How to Apply:

Mail, deliver, fax or e-mail your application to the CSCF prior to Noon on January 12, 2012.

If you would like to complete the application online, go to our website at www.cscf.ca and follow the *Granting* tabs.

For Further Information Contact:

Martha Murphy, Executive Director or Pamela Moran, Executive Assistant at 705-653-2005

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