



CAMPBELLFORD/SEYMOUR
COMMUNITY FOUNDATION

a living legacy rooted in the community

THE APPLICATION PROCESS

The Campbellford/Seymour Community Foundation (CSCF) has a two-stage grant application process. The first stage consists of a letter of intent, briefly outlining the project, which will be reviewed by the Grants committee to determine the suitability of the project. The second stage consists of the submission of a Grant Application Form, with supporting documents.

Grants from CSCF are awarded on an annual basis.

Community organizations may apply for a grant from the Community Foundation but must be partnered or sponsored by a registered Charitable Organization. For more information see *Grant Terms and Conditions - Item 3*, outlining the *Partnership Agreement (Schedule C)* requirements.

Procedures – Stage 1:

1. Letter of Intent – Deadline is 11:00 a.m. on November 17, 2011.

If your organization falls within the guidelines of eligibility outlined in the Information for Grant Applicants (page 1), forward the attached *Letter of Intent* to the CSCF office, briefly outlining the project.

2. Review of Letter of Intent

The Grants Committee will review the *Letter of Intent* and if the project is considered to be potentially fundable, the applicant will then be asked to provide a full application in the format supplied by the Campbellford/Seymour Community Foundation. If the Grants Committee determines that the project is not considered to be fundable as submitted, the Executive Director will contact the applicant to discuss the *Letter of Intent*.

Procedures – Stage 2:

3. Grant Application – Deadline is Noon on January 12, 2012.

If your organization is considered to be potentially fundable, a grant application form will be complete and submitted with **2 copies** no later than January 12th.

4. Review of Application

- Office staff will review the application and complete an application checklist. Additional information or clarification may be requested.
- Copies of your application will be forwarded to the Grants Committee for consideration.
- The Grants Committee of the CSCF, composed of Board members and volunteers, will review the application and make its recommendation to the Board of Directors, which exercises final authority. The Grants Committee may solicit the advice of other knowledgeable individuals or organizations.

5. Announcement of Grant Recipients

Grants will be announced at a special Grant Announcement event. Successful applicants will be advised of the Board's decision by letter, prior to the event. All grant applicants are requested to attend this event to accept their Grant Certificate.

6. Letter of Agreement - Grant Terms and Conditions

- A *Letter of Agreement - Grant Terms and Conditions* is included in your application package. The signed agreement must be returned to the CSCF office before any payments will be issued.
- As per the *Grant Terms and Conditions*, a *Schedule A*, outlining any special conditions, and the payment schedule, will be forwarded with your announcement letter.
- Please pay special attention to Item 9 and 10 of the *Grant Terms and Conditions*, outlining record maintenance and reporting requirements, and Item 14 outlining the *Community Foundation's recognition Policy (Schedule B)* for the Grant.

7. Accountability – Self Evaluation Guide

- To be received by the Community Foundation within 1 month of project completion
- As a matter of accountability, both to the Community Foundation donors and to its Board of Directors, the Grants Committee will undertake an appropriate review with all grant recipients to ensure compliance with the terms under which grants were awarded, and to evaluate the impact of the grant on the realization of the project objectives.
- In addition, to help us evaluate our own success in achieving the mission of the Campbellford/Seymour Community Foundation, we are interested to know how the Community Foundation's support has assisted you in the pursuit of your objectives. To that end, we ask every recipient of a CSCF grant to complete a *Self Evaluation (Schedule D)* as per Item 10 of the *Grant Terms and Conditions*. A copy of the Self-Evaluation Guide for Grant Recipients will be forwarded with your Announcement Letter.