

# Carberry and Area Community Foundation Inc.

Box 807, Carberry, MB R0K 0H0

Email: [carberrycommunityfoundation@outlook.com](mailto:carberrycommunityfoundation@outlook.com)

Website: [www.carberrycommunityfoundation.com](http://www.carberrycommunityfoundation.com)

  @carberrycommunityfoundation

Registered Charity # 88709 6089 RR0001

*Charitable Gifts Funding the Future*



## Grant Application Guidelines

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Please review the following guidelines before submitting a grant application to Carberry and Area Community Foundation.

- Only registered charities are eligible for grants from Carberry and Area Community Foundation. Your charitable registration number is a nine-digit number followed by **RR0001**.
- In certain cases, a grant may be made to a Registered Charity (Qualified Donee) acting as a sponsor for an organization that is not a registered charity that will carry out a charitable activity. In this case, a signed *Declaration of Affiliation – Qualified Donee and Applicant Form* must be completed, signed and submitted along with the grant application.
- Organizations must demonstrate a strong and committed board, fiscal responsibility, and effective management.
- Projects must benefit primarily the people of Carberry and Area.
- Applicants must establish there is a need for the project and that other funding is available.
- Grants are awarded for definite purposes and for projects covering a specific period of time. Multi-year grants are subject to periodic performance reviews.
- Pilot or demonstration projects must include provision for elevation 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
  - Address the underlying causes of problems in our society
  - Promote cooperation and sharing among organizations, eliminating duplication of services
  - Promote volunteer participation
  - Strengthen agencies' management capabilities
- **Grants are not usually made to:**
  - Support operating expenses of established agencies or programs
- **Grants are not made to or for:**
  - Individuals
  - Annual fund drives
  - Pay down mortgages or reduce deficits
  - Core government activity
  - Projects already completed
  - Political activities
  - Direct religious activities
- Only applications which are **completed in full** and those submitted by **mail, email** or **online** will be considered
- If you have any questions about the guidelines listed above, please contact [grants@carberrycommunityfoundation.com](mailto:grants@carberrycommunityfoundation.com) or 204-476-0075.

*Revised June 2022*

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## GRANT APPLICATION

**Granting will be done semi annually. Grant applications are accepted from:**

**February 1 to March 15**  
**August 1 to September 15**

**Decision made by: April 30**  
**Decision made by: October 31**

**Mailed and digitally submitted applications must be received by Carberry and Area Community Foundation no later than 4:00PM on March 15 or September 15.**

**NOTE: Late or incomplete applications will not be considered for funding.**

**Please MAIL or EMAIL completed application with mandatory attachments to:**

**Carberry and Area Community Foundation, Box 807, Carberry, MB R0K 0H0**  
**grants@carberrycommunityfoundation.com**

*Carberry and Area Community Foundation has a privacy policy that protects personal information. Any personal information requested on this application will only be used to assist with the assessment of your grant application.*

### Mandatory Attachments to be Included:

- Your organization's total revenue and expense budget for the current year
- Budget for proposed project (and quotes, if available)
- List of current Board Members, Executive or Officers
- Declaration of Affiliation – Qualified Donee and Applicant Form (if your organization is not a registered charity)

### Organization/Application Self-Evaluation (please check all that apply)

- This project benefits the community
- This project demonstrates a solution to a community problem or need
- This application details our organization's ability to carry out the project to completion
- This project is sustainable long-term, without annual funding from the Foundation
- Our organization has a strong and committed board to carry out this project
- Our organization demonstrates fiscal responsibility, with a clear budget
- This project does not duplicate services already offered in the Carberry area
- This application details measurable outcomes
- Our organization's Report Back forms are up to date
- This application has been completed in full with all supporting documents

## Agency Information

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Name of Organization:

Primary Contact:

Position:

Telephone:

Email:

Organization Address:

If you are awarded a grant, what is the name of Charitable Organization that CACF should write the cheque to?

Charitable registration #

RR0001

If you have received a grant from Carberry and Area Community Foundation in the past, are your report back forms up to date? Yes: No:

What is the purpose of your organization? (mandate, goals, services provided, geographic area served, etc.)

## Grant Request

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Name of Project:

Please describe your project, including purpose and goals, and how it will benefit Carberry and Area:

Who will be responsible for carrying out this project?

How will you measure the success of the project?

If you are awarded a grant, how will your organization recognize CACF?

Please indicate the areas impacted by this project.

- Municipality of North Cypress-Langford
- Town of Carberry
- Other:

Total Cost of Project \$

Amount requested \$

Project Start Date:

Project Completion Date:

Other Sources of Funding:

Name:	Amount:	Confirmed? Yes:	No:
Name:	Amount:	Confirmed? Yes:	No:

Partial Funding:

Would your organization be able to continue the initiative if you were to receive only partial funding in support of your request? Yes: No:

If yes, please elaborate:

**Grant Application Submission Agreement**

- I understand that applications which are submitted without all required information and attachments will not be considered for funding.
- I understand that this application will be reviewed by the Carberry and Area Community Foundation Inc. Grant Making Committee, and that submission of this application does not guarantee funding.
- I understand that my organization will be notified of the result of this application at the email address I provided.
- I understand that if this project is selected for funding, my organization will be required to complete a Grant Agreement and Grant Acquittal prior to receiving funding.
- I understand that if awarded a grant, the payment will be made to my organization's affiliated Registered Charity.

Applicant signature:

Date: