

Carberry and Area Community Foundation Inc.

Box 807, Carberry, MB R0K 0H0

Email: grants@carberrycommunityfoundation.com

Website: www.carberrycommunityfoundation.com

  @carberrycommunityfoundation

Registered Charity # 88709 6089 RR0001

Charitable Gifts Funding the Future



Grant Application Guidelines

Please review the following guidelines and watch the "How to Apply for a Carberry & Area Community Foundation Grant" workshop video 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 or 204-476-0075.

Revised January 2024

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GRANT APPLICATION

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

February 1 to March 15

Decision made by: April 30

August 1 to September 15

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.
Applications which are handwritten 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 and include with your application)

- Our organization attended a CACF "How to Apply for a Grant" workshop, or watched the training video
- 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

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Agency Information

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

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: