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.

- 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:**
    o Benefit the whole community
    o Encourage partnerships and more efficient use of community resources
    o Demonstrate new approaches and techniques in the solution of community problems
    o Address the underlying causes of problems in our society
    o Promote cooperation and sharing among organizations, eliminating duplication of services
    o Promote volunteer participation
    o Strengthen agencies' management capabilities
- **Grants are not usually made to:**
    o Support operating expenses of established agencies or programs
- **Grants are not made to or for:**
    o Individuals
    o Annual fund drives
    o Pay down mortgages or reduce deficits
    o Core government activity
    o Projects already completed
    o Political activities
    o Direct religious activities
- **Carberry and Area Community Foundation Inc. and the grant recipient must:**
    o Ensure funded projects are furthering the charitable purpose of the community foundation
    o Ensure that grant agreement & acquittal are signed and returned to Carberry and Area Community Foundation before funds are released to the grant recipient
    o Ensure grants awarded are used for the original intent described in the application
    o Ensure that financial reports are sufficiently detailed and the use of funding is separately tracked on recipient financial statements
    o Ensure that project monitoring, written, digital and in-person, is accessible
- 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.

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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 required 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.

Required 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

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 and the citizens of Carberry and Area

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 community foundation

Our organization has a strong and committed board to carry out this project

Our organization demonstrates fiscal responsibility, with a clear budget

Revised January 2025

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

Name of Organization: _____

Primary Contact: _____   Position: _____

Telephone: _____   Email: _____

Organization Address: _____

Which best describes your organization:

Non-qualified donee (examples: grassroots not for profit organization, resident-led community group, registered non-profit organization without charitable status)

Qualified donee (examples: Registered Charity, Registered Canadian Municipality)

Qualified Donees must include charitable registration # _____ RR0001

Please indicate the name CACF should write the cheque to, should your organization be awarded a grant:_____

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:

How will you measure the success of the project?

Who will be responsible for carrying out this 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: _____

How many community members do you estimate will be positively impacted by your project?
_____

The main mandate of Carberry and Area Community Foundation Inc. is to preserve and advance the quality of life in the community, promoting development in areas such as culture, education, environment, health, heritage, recreation, the arts and other purposes which are beneficial to the community as a whole. In which ways will your project help Carberry and Area Community Foundation Inc. further our charitable purpose?

      Preserve quality of life in the community

      Advance quality of life in the community

      Promote/develop culture in the community

      Promote/develop education in the community

      Promote/develop environment in the community

      Promote/develop health in the community

      Promote/develop heritage in the community

      Promote/develop recreation in the community

      Promote/develop the arts in the community

      Benefit the community as a whole

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 the organization name listed on this application.

I understand that our organization must provide project updates, as requested by Carberry and Area Community Foundation, including allowing in-person site visits.

Applicant signature: _____   Date: _____