



Carberry and Area Community Foundation

Box 807, Carberry, MB R0K 0H0

grants@carberrycommunityfoundation.com

www.carberrycommunityfoundation.com

Grant Application Guidelines

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 either mail or email 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

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

Amount requested \$ _____ Total Cost of Project \$ _____

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: _____

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? _____

Mandatory Attachments to be Included:

- 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
- NEW** Declaration of Affiliation – Qualified Donee and Applicant Form (if your organization is not a registered charity)

Applicant signature: _____ Date: _____

Granting will be done semi annually.

Deadlines for applications are at 4:00PM SHARP:

March 15

September 15

Decision made by: April 30

Decision made by: October 31

NOTE: Late applications will NOT be accepted.

MAIL or EMAIL completed application with mandatory attachments to:

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For more information, visit our website www.carberrycommunityfoundation.com

The 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.

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