

## Guidelines for Grantseekers

The Brant Community Foundation invites applications for projects from non-profit community groups working within the fields of community development, education, literacy, health and social services, arts and culture, recreation, and the environment. We provide grants that encourage community pride, support initiatives and develop special opportunities.

To decide if your grant meets the Community Foundation's basic criteria and aims, please review the following guidelines.

### Criteria for Foundation Support:

1. Applicants **must** be registered charities or qualified donee, or sponsored by a registered charity or qualified donee.
2. Projects must have a well-defined purpose and cover a specific time period.
3. Grant funds must be used to provide for the betterment of the people of Brantford and Brant County.
4. Priority will be given to grants that address identified current needs and projects that strengthen our community and enhance the quality of life.
5. Grants will be given on a one-time basis and approval of a grant in one year does not commit the Foundation to future funding.
6. Some funds may be given for the start-up phase of long-term projects which fill a recognized need in a unique way. Proposals should include a realistic plan for viability beyond the pilot stage, and provision for an evaluation.
7. The applicant organization's Board of Directors must be based in the City of Brantford, the City of the County of Brant, Six Nations of the Grand River and Mississaugas of the New Credit.
8. Generally, grants will not be given:
  - ❖ to cover operating deficits or retire debts
  - ❖ to provide endowment funds
  - ❖ for sectarian, religious, or political purposes
  - ❖ for research purposes
  - ❖ to individuals (except in rare and exceptional cases and where sponsored by a registered charitable organization)
9. Applications must follow the Application Form format and include required attachments. Any other material or written explanations must be limited to two pages.

### The Application Process:

1. Please complete the attached Grant Application Form and submit **two copies** of the form along with one copy of supporting documents to the Brant Community Foundation.
2. Applications must be received by September 30 and grant decisions will be made by December 31.
3. **Applicants will be asked to submit information about how funding was used to enrich the community and these reports or portions of reports may be used for publicity purposes.**

All applicants will be duly notified of the granting decision. Decisions of the Board are final.

For Office Use Only	
Date Received	Application No.

## GRANT APPLICATION FORM

Please complete all sections of this form, number all pages, and submit two copies.

*This application and all information received from the applicant will form part of the minutes and records of the BCF which may be subject to review by the public. No information supplied can be considered confidential and the applicant expressly consents to release of information by the BCF regarding applications received, decisions made and other matters relating to the granting process. The BCF has a privacy policy in place and applicants may call the office to arrange to come in to view it.*

Name of Organization: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Address (including Postal Code): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Charitable Registration No. \_\_\_\_\_ RR \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Chief Staff Person: \_\_\_\_\_

Title: \_\_\_\_\_ email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Cost of Project, if applicable	Amount Requested
\$	\$

Date of Application: \_\_\_\_\_

**Please select which sectors this grant request serves.**

Arts and Culture       Community Development       Education

Environment       Health       Social Services       Seniors

Youth       Youth in Recreation

<p><b>Attach to this application:</b></p> <ul style="list-style-type: none"> <li>❖ Current operating budget</li> <li>❖ Most recent (audited or unaudited) financial statements</li> <li>❖ Other pertinent materials may be appended (<u>Maximum 2 additional pages</u>)</li> </ul>
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About Your Organization

**Organization’s Mission Statement**

**Briefly state the history and purpose of your organization. Include the following information: founding date; whom it serves; volunteer base; staff; location; achievements.**  
*If applicable, please describe your sponsoring organization, as well as information about your own history and project.*

**List of Board Members (do not attach separate sheet)**


About Your Funding Request

**Clearly define what you will be using the funding for and what are the main goals and purposes for the funding:**

**Dates:** What are the projected start-up and completion dates?

Start Date:

Completion Date:

**Who will benefit from this grant and how?**

**Percentage of benefit from this request for:**

City of Brantford  County of Brant  Six Nations  New Credit

**How does this request fit with your organization's mission statement and strategic plan?**

Authorization

How often does the Board of Directors meet during the year \_\_\_\_\_?

Are minutes kept? YES  NO

Are the duties of the directors & executive documented and approved? YES  NO

Is the Board provided with financial reports on a regular basis? YES  NO

**Signatures:**

Signing Officers: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Print Names: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Funding:

- 1) What other funding groups have committed or will be approached? (*Details about other funding sources should appear in full on the **Project Budget** sheet.*)
- 2) If the application is for start-up funding, how will the project be financed in the future?
- 3) What financial relationship do you have to a sponsoring or parent body?

Viability: Why do you think this project will be successful?

Evaluation: How will you measure your success?

Duplication of Service: Do other organizations offer the same or similar services? Have you investigated partnership opportunities with them of this project?

Project Title (if applicable): \_\_\_\_\_

Project Budget

**Please complete for projects not included in operating budget.**

1. Estimated Revenue:

Please itemize all sources including: fees, donations, earned revenue, fundraising (specify), grants (specify), and Brant Community Foundation grant.

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Revenue \$ \_\_\_\_\_

2. Estimated Expenses:

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_

3. Other:

Do you have a reserve fund?

\$ \_\_\_\_\_

If so, state amount and purpose.