

CITY of BRANTFORD GRANT APPLICATION ORGANIZATIONAL CAPACITY BUILDING GRANT PROGRAM

FORWARD APPLICATION TO: BRANT COMMUNITY FOUNDATION



Return 2 copies application and 1 copy of supporting material to:

**Brant Community Foundation
30 Brant Avenue
Brantford, Ontario
N3T 3G6
Tel: (519) 756-2499**

For information email: info@brantcommunityfoundation.ca

Before you return this grant application, please check (✓) that you have included the following:

Name of Applicant: _____

- Financial Statement for past two years
- Organization's Actual to Budget for Current Year
- 3-year Budget for funding request
- Board of Directors / Steering Committee
- Organization's By-laws
- Contact Name/Phone Number/email

3Year Total Amount of Grant Requested _____

Grant Guidelines for City of Brantford Capacity Building Grant Program (Administered by Brant Community Foundation)

Grant deadline: August 31, 2017

Key funding principles for funding within the Organizational Capacity Building category:

- funding in this category shall be open to registered not for profit organizations located and operating and/or providing service in the City of Brantford
- total funding in this category shall not exceed \$50,000 over a 3-year period, (organizations are required to apply annually)
- annual allocations to any one registered not for profit organization shall not exceed \$20,000 in any year
- grant evaluation forms must be completed before requests for subsequent years will be considered
- organizations must demonstrate sustainability after 2 years of funding
- organizations requesting funding in this category are permitted to make application to the Foundation for funding in other established funding categories
- the City shall assist requesting organizations, where possible, with appropriate supports and links to assist in organizational capacity building
- capacity building grant will assist organizations to develop appropriate capacities, to better deliver on their mission
- the not for profit organization must have in place a method or process of evaluating and measuring the outcomes and impacts of their proposed programs

Guidelines

1. Grant Application form must be completed and all questions answered. Attachments may be added if additional space is needed, but the questions must be answered on the form for continuity when reviewing applications.
2. The organization must show that it involves volunteers.
3. Grants will not be considered for profit-oriented organizations or activities.
4. Minimum of 75% of those served by the organization must be Brantford residents.
5. The organization must have a governing body with identifiable structure and signing authorities.
6. The organization must be able to monitor outcomes and be able to evaluate activities for which the grants were received.
7. Second and third year funding is dependent on the organization meeting the goals set out in the grant application.
8. Funds must be used for the purposes specified on the grant application or else Funds must be returned. Applicants will be required to complete several evaluations and continued funding will be contingent on achieving results / outcomes outlined in application form.

Reports must be received at the end of 3rd quarter and year-end of each year for the 3 year program



Application No.	

CITY OF BRANTFORD GRANT APPLICATION FORM ORGANIZATIONAL CAPACITY BUILDING GRANT PROGRAM

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

The City of Brantford grant program is administered by the Brant Community Foundation (BCF). 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.

Name of Organization _____

Address: _____

Postal Code: _____ Telephone: _____

Contact Person: _____

Title: _____ Signature: _____

Telephone: _____ e-mail: _____

Alternate Contact Person: _____

Title: _____ Signature: _____

Telephone: _____ e-mail: _____

Request Year 1	Request Year 2	Request Year 3	TOTAL
\$	\$	\$	\$

We, the undersigned, declare that:

- ◆ we are Principal Officers of this organization
- ◆ we understand and agree to abide by the conditions of funding
- ◆ we have been authorized to make this application on behalf of the organization.
- ◆ we agree that the information provided is true and accurate to the best of our ability.

Principal Officer [or individual]		Principal Officer
	Signature	
	Print name	
	Address	
	Phone Number	
	Date Signed	

About Your Organization

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.

Mission Statement

Current Programs

What programs do you currently run?

Is request for start-up funding for a new project? YES NO

Goals For Next 3-Years

What do you expect to achieve/accomplish with the grant funds? (what will the organization look like in three years?)

Who Benefits: How will this project benefit the Community? What specific population will benefit from your project?

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Authorization

Does your organization have a Board of Directors or steering committee? YES NO

How often do they meet during the year_____? Are minutes kept? _____

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

POSITION	NAME
Chair/President	
Vice Chair/President	
Secretary	
Treasurer	
Member	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

Do any private sector organizations provide similar services? YES NO

If YES, explain why a non-profit approach is necessary:

Do other non-profit organizations in the City provide a similar program?

YES NO

If YES, please list them:

What specific population does this request service?

Financial / Budget Information

Please include year-end statements for the past two years with your application for funding.

Request for Funding: - need a detailed request showing how the money will be spent.

YEAR 1 – Funding Request \$

Expense Items and description	reason	explanation	Total cost	Amount requested
SALARIES AND BENEFITS (include number of hours and wage per hour)				\$
PROGRAM COSTS				\$
ADMINISTRATION				\$
CAPITAL Computer/work desk				\$
STRATEGIC PLANNING				\$
				\$
				\$
TOTAL				\$

Financial / Budget Information

YEAR 2 \$10,000

Expense Items and description	reason	explanation	Total cost	Amount requested
SALARIES AND BENEFITS (include number of hours and wage per hour)				\$
PROGRAM COSTS				\$
ADMINISTRATION				\$
CAPITAL				\$
STRATEGIC PLANNING				\$
				\$
				\$
TOTAL				\$

Financial / Budget Information

YEAR 3 \$5,000

Expense Items and description	reason	explanation	Total cost	Amount requested
SALARIES AND BENEFITS (include number of hours and wage per hour)				\$
PROGRAM COSTS				\$
ADMINISTRATION				\$
CAPITAL				\$
STRATEGIC PLANNING				\$
				\$
				\$
TOTAL				\$

FOR GRANT APPLICATION

What are the goals and expected outcomes of the project? Complete the following table to outline your goals, objectives, activities and expected results for this project. The template is set up to expand as you type: you may have more than one goal, and so the template contains multiple rows.

YEAR 1

Goals and Objectives <i>(What will this initiative achieve in the end – this is not an activity, it is an outcome)</i>	Activities <i>(Describe the essential tasks that will be undertaken; using action statements)</i>	Expected Results <i>(Consider immediate outputs and longer-term outcomes)</i>	Indicator or Measurement Strategy <i>(What will you measure to indicate your success?)</i>

FOR GRANT APPLICATION

What are the goals and expected outcomes of the project? Complete the following table to outline your goals, objectives, activities and expected results for this project. The template is set up to expand as you type: you may have more than one goal, and so the template contains multiple rows.

YEAR 2

Goals and Objectives <i>(What will this initiative achieve in the end – this is not an activity, it is an outcome)</i>	Activities <i>(Describe the essential tasks that will be undertaken; using action statements)</i>	Expected Results <i>(Consider immediate outputs and longer-term outcomes)</i>	Indicator or Measurement Strategy <i>(What will you measure to indicate your success?)</i>

FOR GRANT APPLICATION

What are the goals and expected outcomes of the project? Complete the following table to outline your goals, objectives, activities and expected results for this project. The template is set up to expand as you type: you may have more than one goal, and so the template contains multiple rows.

YEAR 3

Goals and Objectives <i>(What will this initiative achieve in the end – this is not an activity, it is an outcome)</i>	Activities <i>(Describe the essential tasks that will be undertaken; using action statements)</i>	Expected Results <i>(Consider immediate outputs and longer-term outcomes)</i>	Indicator or Measurement Strategy <i>(What will you measure to indicate your success?)</i>