



# County of Brant Community Grant Program Applicant Tutorial

ANNE MARIE PEIRCE, CFRE  
EXECUTIVE DIRECTOR

AMY STERKENBURG  
GRANTS & COMMUNICATIONS COORDINATOR

# Today's Session

- ▶ Background and Purpose of County Grants
- ▶ County Grants Timeline
- ▶ Eligibility Guidelines – All Applicants
- ▶ Grant Streams – Descriptions & Examples
- ▶ Required Documents
- ▶ Applying for a County Grant – NEW Online Application
- ▶ You have Received a Grant – Now What?
- ▶ Grant Writing Tips & Common Reasons for Disqualification

# Introducing the Brant Community Foundation

## **Vision Statement**

A strong and vital community that has the resources to enrich the quality of life locally.

## **Mission Statement**

To award meaningful and impactful grants to ensure community vitality across Brantford, Brant County, Six Nations of the Grand River, and Mississaugas of the Credit First Nation, by attracting donations and ensuring the responsible stewardship of our permanent endowment.

# National Context

Community Foundations of Canada:  
Together with community foundations across the country, **helps to drive local solutions** for national change on the issues that matter most to Canadians.

**The movement is 100+ years old** with the Winnipeg Foundation as its first and one of the largest in Canada. Everyone can support communities through our foundations.

**209 Community Foundations** serving communities from coast to coast to coast. More than **90% of Canadian communities have access to a community foundation** — from our largest cities to our smallest towns

Collectively **we hold combined assets of more than \$7.4 billion** and we've put **hundreds of millions back into communities** over a 100+ year history. In 2018 alone this was \$261 million.

# About the Foundation

## National Scope

- The Brant Community Foundation is part of a national network of 209 Community Foundations across Canada.

## Local Knowledge

- We work with municipal and regional governments, local leaders, as well as grassroots charitable organizations to develop a keen understanding of the region we serve.
- We serve: Brantford, Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation.

## Local Impact

- Since our inception in 1997 we have granted over \$10 million to charities across Brantford, Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation.



# County Grants Program Overview

- PROGRAM OVERVIEW
- PROGRAM PURPOSE
- TIMELINES & IMPORTANT DATES

# County Grants Overview

- ▶ The County Grants are open to non-profit community groups that benefit the County of Brant.
- ▶ The County of Brant has awarded Community Grants for many years, historically as part of the budget process.
- ▶ The Brant Community Foundation has administered the County Grants since 2024.
- ▶ The BCF Grants Committee reviews, adjudicates, and decides the grants to be awarded.
- ▶ The BCF Grants Committee is comprised of dedicated volunteers with diverse areas of expertise and has many years of experience in reviewing and awarding grants across the four regions served by the Brant Community Foundation.
- ▶ The Brant Community Foundation is proud of its role in support of the County's granting program.

# 2026 Grant Round Timeline

- ▶ County Grants Open: January 30, 2026
- ▶ County Grants Close: 4:00 PM March 6, 2026
- ▶ Adjudication: mid-late April 2026
- ▶ Notice of Decision: May 2026



# County Grants Eligibility Criteria

# General Eligibility – All Streams

- ▶ Applicants must be a non-profit organization.
- ▶ Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be eligible.
- ▶ Required supporting documents:
  - ▶ List of Board of Directors, Steering Committee, or Volunteer Committee members.
  - ▶ Most recent financial statements (do not have to be audited).
  - ▶ Annual budget for the current year.
  - ▶ Budget for Funding Request (specific to project/program/event being applied for).
- ▶ Applicants must only submit one application per grant stream.

# Benefit to County of Brant

- ▶ Applicants must have a location and/or presence in the County of Brant.
- ▶ Applicants are required to answer the following: What percentage of those served by this funding are residents of the County of Brant? How was this percentage determined?

# General Eligibility – All Streams

- ▶ The total amount available for funding through the Brant County Community Grants in the 2026 round is approximately \$135,000.
- ▶ We anticipate a high level of interest in this round, and applications will be evaluated with consideration of the volume of submissions.
- ▶ Organizations receiving ongoing operational funding from the County of Brant are not eligible for operational funding through the Community Grant program.
- ▶ Organizations receiving any funding or in-kind assistance from the County cannot receive duplicate funding for the same project through the Community Grant program.



# County Grants Grant Stream Descriptions & Examples

# County Grants – Grant Streams Overview

Operational	Capital Project	Event
Max Request: \$5,000	Max Request: \$10,000	Max Request: \$5,000
Description: Operational costs of new or existing programs.	Description: Capital costs such as the purchase/ replacement / repair of equipment, and / or facility renovation.	Description: New or annual community events.

# Operational Stream – Eligible Requests

Examples of eligible operational requests include but are not limited to:

- ▶ Staffing.
- ▶ Supplies.
- ▶ Marketing.
- ▶ Program materials.
- ▶ Rental fees.
- ▶ Utilities.
- ▶ Office supplies, postage.
- ▶ Website hosting fees.
- ▶ Advertising, promotion, marketing expenses.
- ▶ Food/items provided to community members (for example; food for programs addressing food insecurity).
- ▶ Operational costs of attaining charitable status such as insurance, administrative costs, legal services, professional services
- ▶ Operational costs for running non-religious programming in religious buildings. Example: staff dedicated to running a meal program, or food / supplies for a meal program offered in a religious building.

# Capital Project Stream – Eligible Requests

Examples of eligible Capital Project funding requests include but are not limited to:

- ▶ Equipment: for example, freezers for meal programs.
- ▶ Renovation or expansion of buildings owned by applying organizations.
- ▶ Pre-development costs of construction projects including permit applications, site preparation, and architecture work fees. Construction costs are only eligible on buildings owned by the applying organization.

# Event Stream – Eligible Requests

Examples of eligible event costs include but are not limited to:

- ▶ Recurring annual events.
- ▶ Parades.
- ▶ Runs / walks.
- ▶ Concerts / festivals.
- ▶ Environmental clean-ups.
- ▶ Celebration of a milestone event (municipal or country centennial).
- ▶ Start-up of a new community festival or community show.
- ▶ Publication of a book of community interest.
- ▶ Event related rentals.
- ▶ Promotional items, signage.
- ▶ Food.
- ▶ Personnel for events.
- ▶ Live entertainment.
- ▶ Direct event-related costs including venue and equipment rentals, permits, and supplies (events must be free, open to the public, for all ages).



# County Grants

- TYPES OF REQUIRED DOCUMENTS
- EXAMPLES OF ACCEPTED DOCUMENTS

# Required Documents

- ▶ Financial Statements
- ▶ Annual Operating Budget
- ▶ Budget for Requested Funds
- ▶ List of Board / Committee Members

# Financial Statements

## **One of the following examples is acceptable as a financial statement:**

- ▶ Audited Financial Statements
- ▶ Balance Sheets: Show an organization's current assets, liabilities, and equity.
- ▶ Profit & Loss Statement / Income Statement / Statement of Operations: Shows an overview of an organization's revenues, expenses, and net income over a specific period of time.
- ▶ Cash Flow Statement: Tracks the movement of cash into and out of the organization based on multiple categories; it shows where an organization's money is coming from, and how it is being spent.

## **Ineligible Financial Statements – Examples**

- ▶ Annual Budgets.
- ▶ Bank statements / balance.
- ▶ Statements lacking detail – for example, income statements with only total revenue and expenses that are not itemized.

# Annual Operating Budgets

- ▶ A statement of expected revenues and expenses over 12 months.
- ▶ Annual budgets need to cover at least part of the current year.
- ▶ Need to show total operating annual revenue and expenses for the organization, not just the project requiring funds.
- ▶ Need to show itemized revenue sources and expenses.

## **Ineligible Examples of Operating Budgets**

- ▶ Prior Year's Budget
- ▶ Budgets that only contain items for the requested funding and not the entire operating budget (a Project Budget is a separate requirement for the application).
- ▶ Budget that only contains expenses – must also show expected sources of revenue (example: other grants).

# Budget for Funding Request

- ▶ Budget specific to requested operating costs / project costs/ event costs.
- ▶ This is filled out as a form within the online application.
- ▶ Include Estimated Expenses: List items for which funding is requested and amounts, including salaries, fees, honoraria, printing, materials and supplies, advertising and promoting, office expenses, location or service fees.
- ▶ Include Estimated Revenue: Provide itemized sources and amounts of estimated revenue such as fees, donations, earned revenue, and fundraising (specific), grants requested, funding confirmed and how much is being requested from the County.

# Board of Directors

## **List of Board of Directors**

- ▶ Include a list of members on your Board of Directors or Steering Committee, including Name and Position Title (Chair/President, Vice Chair/ Vice President, Secretary, Treasurer, Member).



# Online Application Process

- ACCESSING GLM
- GLM DASHBOARD
- ONLINE APPLICATION

# Accessing Application

- Access application via the Logon Page:  
<https://www.grantinterface.ca/Home/Logon?urlkey=brantcf>
- New Users: Click “Create New Account”
- Existing Users: Log in, or use “Forgot your Password” link if you need to reset.
- If you have used GLM to apply to Brant Community Foundation Grant funding, use the same login information – do not create a new account.
- If you are unsure if account exists, contact [grants@brantcf.ca](mailto:grants@brantcf.ca)

# Applicant Dashboard

- When you first log onto your account, you will land on your “Dashboard”
- “Assigned to You Panel”, Action Needed Column, No Action Needed Column, and Completed/Historical Requests Column.
- To access your Dashboard from other pages on the site, click the House icon on the top of the page beside the BCF Logo.

The screenshot displays the Applicant Dashboard for Amy Inc. The top navigation bar includes the Brant Community Foundation logo, 'SANDBOX', and 'APPLY' buttons. The user is logged in as 'AMY STERKENBURG'. The dashboard is divided into sections: 'ASSIGNED TO YOU (0)', 'UPCOMING (0)', 'Action Needed (0)', 'No Action (1)', and 'Completed (1) | Historical (0)'. The 'No Action (1)' section shows a card for 'County of Brant Community Grant – Event Stream Test' with a 'Submitted 26/01/2026 Application' status. The 'Completed (1)' section shows a card for 'Brant Community Foundation Grant Program Fall 2025 Test Application' with an 'Undecided' status and '1 Document'.

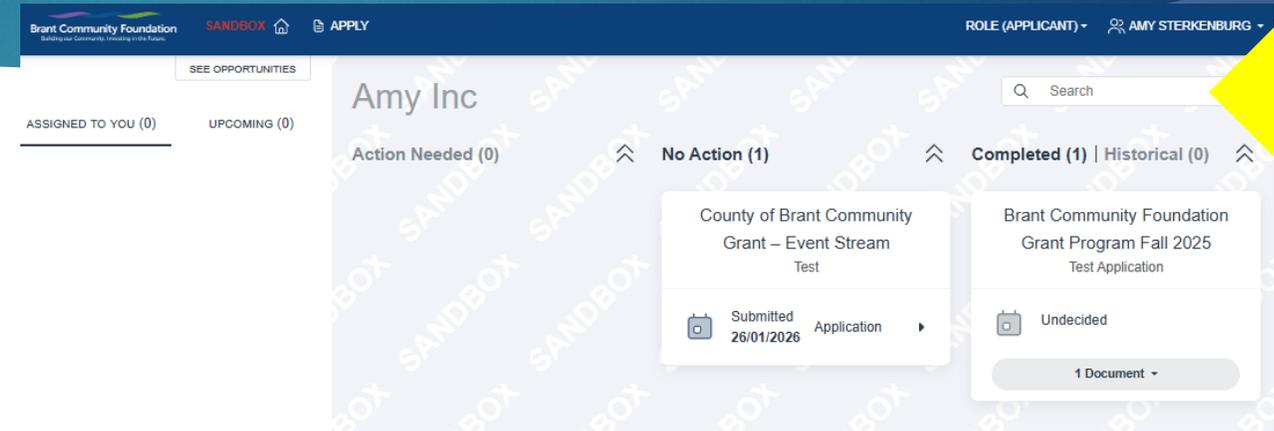
The bottom navigation bar includes the Brant Community Foundation logo, a house icon, and buttons for 'TOOLS', 'COMMUNICATIONS', and 'REPORTING'. A yellow arrow points to the house icon.

# Assigned to You Panel

- ▶ “Assigned to You” panel on left side of dashboard displays actions that can be taken on any active or collaboration requests assigned to the applicant.
- ▶ It contains two tabs: Assigned To You and Upcoming.
- ▶ Assigned to You:
  - ▶ Collaboration requests and any forms assigned to the applicant, including Grant Agreement Forms.
  - ▶ Applicants can Accept, Continue, or Start any requests or forms from this tab.
- ▶ The Upcoming tab displays any follow ups that are upcoming but cannot be submitted yet.

# Request Section

- ▶ The request section of the applicant dashboard contains the same request information in the Assigned to You panel in four columns: Action Needed, No Action, Completed, and Historical.
- ▶ The search bar can be used to find specific requests from any column.
- ▶ The Action Needed column displays any forms that are due, including Grant Agreement forms.
- ▶ Click on a request card header to go to the request summary and view any decision and award details associated with the request.



Request Card Header

# Request Section

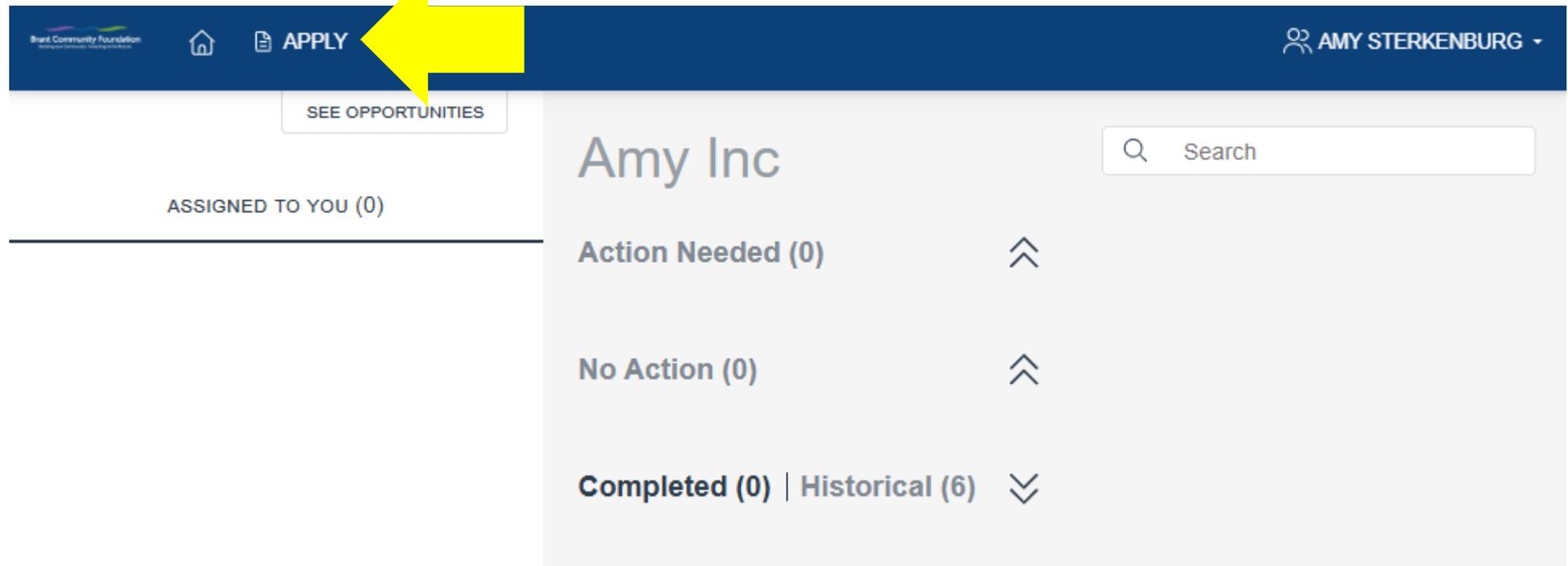
- ▶ The No Action column displays forms that do not need further action from the applicant as administrators process the request.
- ▶ The Completed column displays requests that have been approved and have had all follow ups marked complete.
- ▶ The Historical column displays requests from the applicant that have been closed, denied, or abandoned.

The screenshot shows the Brant Community Foundation request management interface for a user named Amy Inc. The interface is divided into several sections:

- Header:** Brant Community Foundation logo, "SANDBOX" label, and "APPLY" button.
- Navigation:** "SEE OPPORTUNITIES" button, "ASSIGNED TO YOU (0)", and "UPCOMING (0)".
- Filtering:** "Action Needed (0)", "No Action (1)", "Completed (1)", and "Historical (0)".
- Search:** A search bar with the placeholder text "Search".
- Request Cards:**
  - County of Brant Community Grant – Event Stream Test:** Submitted 26/01/2026, Application.
  - Brant Community Foundation Grant Program Fall 2025 Test Application:** Undecided, 1 Document.

# View Current Funding Opportunities

- Click Apply on the top left of the page.
- This will take you to the Apply Page.



The screenshot shows the top navigation bar of the Bart Community Foundation website. The 'APPLY' button is highlighted with a yellow arrow. Below the navigation bar, there is a search bar and a section for 'Amy Inc' with a search bar. The 'Amy Inc' section shows three categories: 'Action Needed (0)', 'No Action (0)', and 'Completed (0) | Historical (6)'. A 'SEE OPPORTUNITIES' button is also visible below the navigation bar.

**SEE OPPORTUNITIES**

ASSIGNED TO YOU (0)

**Amy Inc**

**Action Needed (0)** ⌆

**No Action (0)** ⌆

**Completed (0) | Historical (6)** ⌇

# Apply Page

- You will land on the Apply Page, where all open funding opportunities will be listed.
- Click on the Apply button under the stream you would like to apply to for the County of Brant Community Grants.
- There are three different application forms – one for each stream (Operational, Capital Project, and Event).

The screenshot shows the 'Apply Page' for 'Amy Inc' on the County of Brant Community Grants website. The page header includes the County of Brant logo, 'Sandbox' and 'Apply' buttons, and the user's role 'AMY STERKENBURG'. A search bar is located at the top right. The main content area displays three grant streams:

- County of Brant Community Grant – Event Stream**  
County of Brant Community Grant Program  
The County of Brant is pleased to partner with the Brant Community Foundation for the delivery of its 2026 Community Grants Program. The County of Brant Community Grants are open to non-profit community groups that benefit the County of Brant.  
See More  
Closes 06/03/2026 [Applied]
- County of Brant Community Grant – Operational Stream**  
County of Brant Community Grant Program  
The County of Brant is pleased to partner with the Brant Community Foundation for the delivery of its 2026 Community Grants Program. The County of Brant Community Grants are open to non-profit community groups that benefit the County of Brant.  
See More  
Closes 06/03/2026 [Preview] [Apply]
- County of Brant Community Grant – Capital Project Stream**  
County of Brant Community Grant Program  
The County of Brant is pleased to partner with the Brant Community Foundation for the delivery of its 2026 Community Grants Program. The County of Brant Community Grants are open to non-profit community groups that benefit the County of Brant.  
See More  
Closes 06/03/2026 [Preview] [Apply]

# Application

There are six main sections of the application form.

- ▶ Eligibility Check
- ▶ Best Contact for this Grant
- ▶ Required Documents
- ▶ Attestation
- ▶ About Your Organization
- ▶ About Your Funding Request

 Fields with an asterisk (\*) are required.

> Eligibility Check

> Best Contact for this Grant 

> Required Documents 

> Attestation 

> About Your Organization 

> About Your Funding Request 

# Application – Eligibility Check

## Eligibility Check

- ▶ We have the required documents and will provide them with the application.
- ▶ I confirm this application is not religious or political in nature.

### ✓ Eligibility Check

#### Eligibility Check\*

County of Brant Community Grants are open to not-for-profit organizations. Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be, as long as they are able to submit a complete application and provide the mandatory supporting documents / information.

Please confirm that you have available and will include the following mandatory supporting documents:

- Most recent Financial Statements.
- List of Board Members, Steering Committee Members, or Volunteer Committee Members.
- Organization's Annual Budget for the current or upcoming year.
- Breakdown of funding request and other sources of operational funding – this is a fillable form within the application.

Applications will not be considered if these documents are not included with the application. For descriptions and examples of acceptable documents, please see the County of Brant Community Grant Guidelines at: <https://brantcommunityfoundation.ca/county-brant-community-grant/>

If you have questions regarding the required documents, please contact the Brant Community Foundation Grants & Communications Coordinator at [grants@brantcf.ca](mailto:grants@brantcf.ca) or 519-756-2499.

- We have the required documents and will provide them with the application.
- We are unable to provide the required documents.

#### Religious and Political Requests\*

The County of Brant cannot make grants for purposes that are religious or political in nature. Note: programs offered by a religious organization or in a religious building are eligible if the programming is not religious in nature. Repairs / renovations to religious buildings, even if non-religious programs are offered in these buildings, are not eligible.

- I confirm this application is not religious or political in nature.
- This application is religious or political in nature.

# Contact Info & Required Documents

- Best Contact for the Grant.
- Most recent annual financial statements (audited if available).
- Organization's annual budget.
- List of board members, steering committee members, or volunteer committee members.
- Attestation.

> Best Contact for this Grant 

∨ Required Documents 

If you have questions regarding the required documents, please contact the Brant Community Foundation Grants & Communications Coordinator at [grants@brantcf.ca](mailto:grants@brantcf.ca) or 519-756-2499

**Attach your organization's most recent annual financial statements.\***  
Upload audited statements if available. Please note an annual budget does not qualify as a financial statement. Accepted forms of financial statements are outlined in the full guidelines available at: <https://brantcommunityfoundation.ca/county-brant-community-grant/>

[10 MiB allowed]

**Upload the organization's itemized Annual Operating Budget for the current year.\***  
Include itemized sources of revenue AND expected expenses over a 12 month period. This period must at least partially cover the year in which you are applying.

[5 MiB allowed]

**List of Board Members\***  
Upload a list of Board or Committee Members, including names and position titles.

[1 MiB allowed]

> Attestation 

# About Your Organization

- Organization Information
- Current and previous County funding
- Liability Insurance
- Total annual operating revenue
- Total annual operating expenses

## ▼ About Your Organization

### Organization Type\*

Check the most applicable box:

- Registered Charity
- Incorporated Non-Profit
- Other Not-For-Profit Organization

### Organization Information\*

Comment on the following: programs offered, population served, geographic area served, staff/volunteers, achievements, other relevant information.

3,000 characters left of 3,000

### 2026 County Funding or Support\*

Has your organization received or will your organization receive funding or in-kind support in the 2026 year? If so, please specify the amount and purpose of the funding.

2,500 characters left of 2,500

### Did you receive funding from the County of Brant in 2025?\*

Include any funds granted, whether part of the Community Grants Program or separately, any waiving / reduction of fees, and any in-kind services or donations.

# About Your Funding Request

Section varies by application, but includes questions about:

- ▶ Amount of grant request.
- ▶ Overview of program / project / event.
- ▶ Itemized breakdown of funding request.
- ▶ Budget specific to funding request.
- ▶ How will funds benefit community?
- ▶ Percentage of those served by funding who live in the County.
- ▶ Evaluating success & ensuring sustainability.
- ▶ Can you use partial funds?

▼ About Your Funding Request ?

**Application Title\***

**Amount of Capitol Project Grant Request (Max \$10,000)\***

\$

**Is this requested related to a new organization or start-up costs?\***

Yes

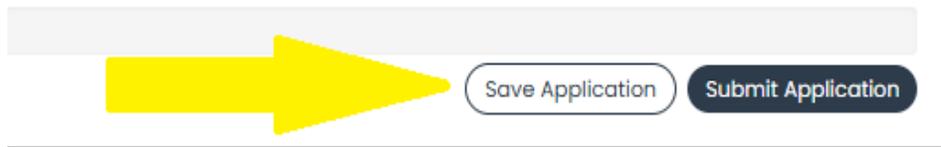
No

**Project Overview:\***

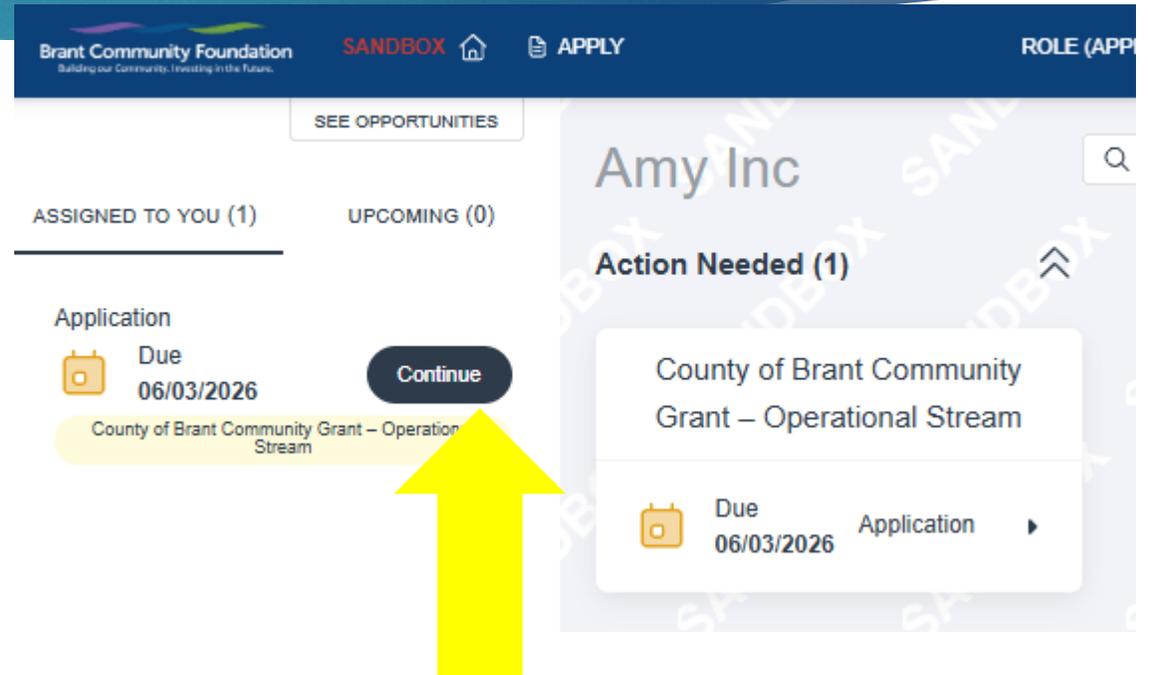
Describe the capital project, its projected outcomes and how it aligns with your organization's values and/or mission statement).

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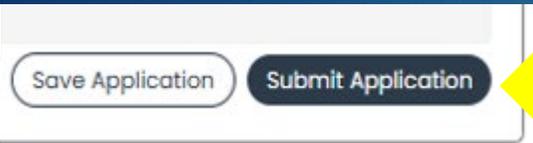
# Saving Application



- If you save and exit the system, you will access the draft of the application on the left side of your dashboard the next time you log in.
- Pick back up where you left off by clicking the Continue link to the right of the request.



# Submitted Application



- Click Submit Application button when you are ready to submit the application.
- Once an application is submitted, you can no longer edit it.
- Once an application has been submitted, it will appear on your Dashboard under the "No Action" column.
- You can click on "Application" beside the Submitted date to view the application you have submitted – you can download a copy of your submitted application from this link.

A screenshot of the Brant Community Foundation application dashboard. The top navigation bar includes the logo, "Sandbox", and "Apply". The main content area is divided into columns: "Assigned to You (0)", "Upcoming (0)", "Action Needed (0)", and "No Action (1)". Under "No Action (1)", there is a card for "County of Brant Community Grant – Event Stream Test" with a "Submitted 26/01/2026" date and an "Application" link. A yellow arrow points to this link. Below the card, the application details are shown, including "Applicant: Mrs Amy Sterkenburg" and "Organization: Amy Inc". A "Contact Email History" section contains a message: "If your Organization information does not appear correct, please contact the funder. Thank you." A yellow arrow points to this message. At the bottom, there are buttons for "Document Viewer", "Application Packet", and "Question List".



# Grant Writing

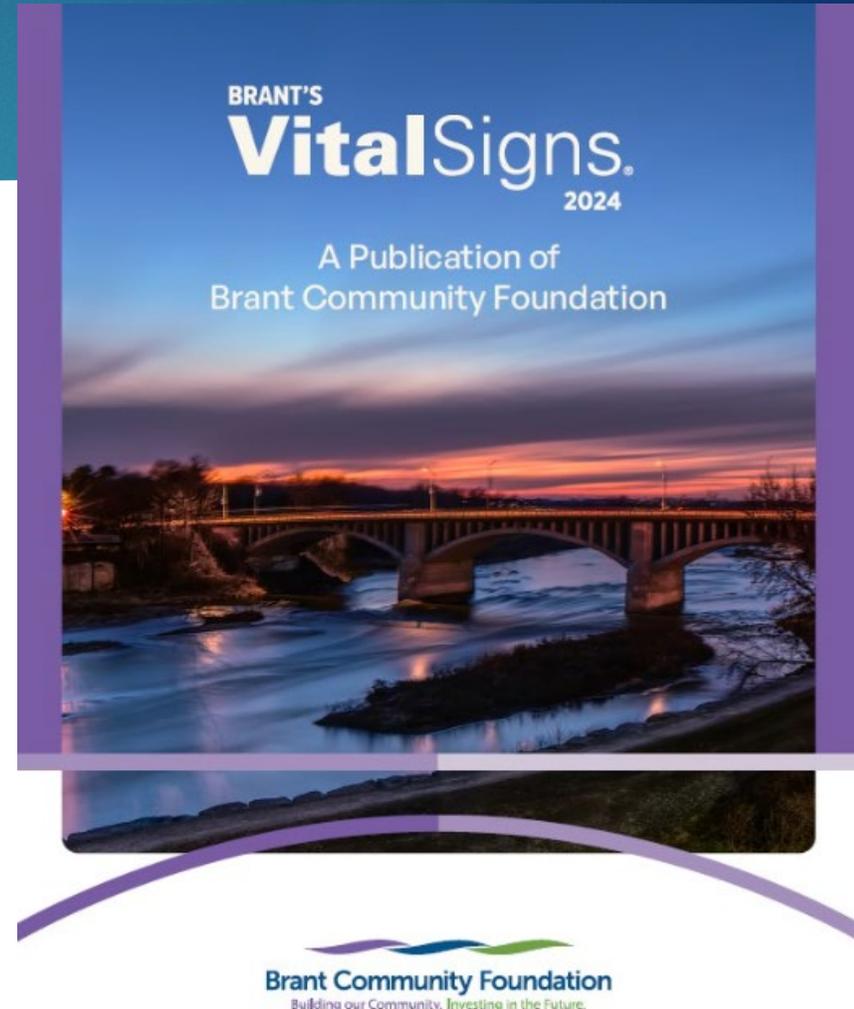
- TIPS FOR WRITING GRANTS
- BRANT VITAL SIGNS 2024
- COMMON REASONS FOR DISQUALIFICATION
- FINAL REMINDERS
- IMPORTANT LINKS

# Tips for Writing Grants

- Apply in the correct grant stream for your request.
- Make sure that your organization is eligible for the grants.
- Do not apply for the same need in all three grant streams.
- Make sure that the application is in before the deadline.
- Fill out all applicable sections in the application.
- Provide necessary documents.
- Make use of the additional information question.
- We cannot advise applicants on what they should apply for.

# Brant's Vital Signs

- Community-driven data program, measures vitality of a community through local data.
- Check out Vital Signs report for valuable statistics, [www.brantcf.ca](http://www.brantcf.ca), under About.
- Many segments will provide supporting information for applications.



# Common Reasons for Disqualification

- ▶ Late Applications
- ▶ Missing Documents or Incorrect Documents
- ▶ Ineligible Funding Requests
- ▶ Lacking County Specific Impact

# You've Received a Grant – Now What?

- ▶ Congratulations!
- ▶ You will be notified via email.
- ▶ Supply EFT information to the County to receive funds.
- ▶ An online agreement must be completed – will be on the “Assigned to You” Panel on your GLM dashboard.

# Final Reminders

- Start now – leave yourself time.
- Review the application questions before you start (available on our website).
- Answer all the questions – your opportunity to tell your story.
- **Remember the deadline - 4:00PM March 6, 2026**
- **System will not accept applications after that time.**
- To receive our newsletter to your inbox, make us a safe sender in your email. Email [grants@brantcf.ca](mailto:grants@brantcf.ca) to subscribe.

Contact us with questions:

[grants@brantcf.ca](mailto:grants@brantcf.ca)

Follow us on social media

Instagram: [@brantcommunityfoundation](https://www.instagram.com/brantcommunityfoundation)

X : [@BrantCommFdn](https://twitter.com/BrantCommFdn)

Facebook: [@Brant Community Foundation](https://www.facebook.com/BrantCommunityFoundation)

LinkedIn: [Brant Community Foundation](https://www.linkedin.com/company/BrantCommunityFoundation)

# Important Links

BCF Website: <https://brantcommunityfoundation.ca/>

County Grants Page: <https://brantcommunityfoundation.ca/county-brant-community-grant/>

GLM Grant Application Portal: <https://www.grantinterface.ca/Home/Logon?urlkey=brantcf>

GLM Grant Portal: Applicant Resources - Tutorials

<https://support.fondant.com/hc/en-us/articles/4404573467799-Applicant-Dashboard>

<https://support.fondant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>

# Frequently Asked Questions

## **Q. What is the difference between County Grants and Brant Community Foundation (BCF) Grants?**

A. County Grants are open to non-profit organizations that serve the County of Brant. Applicants do not need to be registered charities or incorporated. County Grants run once a year, opening late January / early February. BCF Grants are open to registered charities in Brantford, Brant County, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation. BCF Grants run once a year, in September – October.

## **Q. Do organizations need to be registered or incorporated to be eligible?**

A. Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be eligible for the County Grants program, as long as they can complete the online application and provide the necessary documentation specified in the guidelines.

## **Q. Can applicants work on their grant application offline and then transfer it to the online portal?**

A. Applicants can write answers in a Word document and copy / paste the text into the text boxes on the online portal. A list of application questions are available at

<https://brantcommunityfoundation.ca/county-brant-community-grant/>

# Frequently Asked Questions

## **Q. How do I know which stream to apply to?**

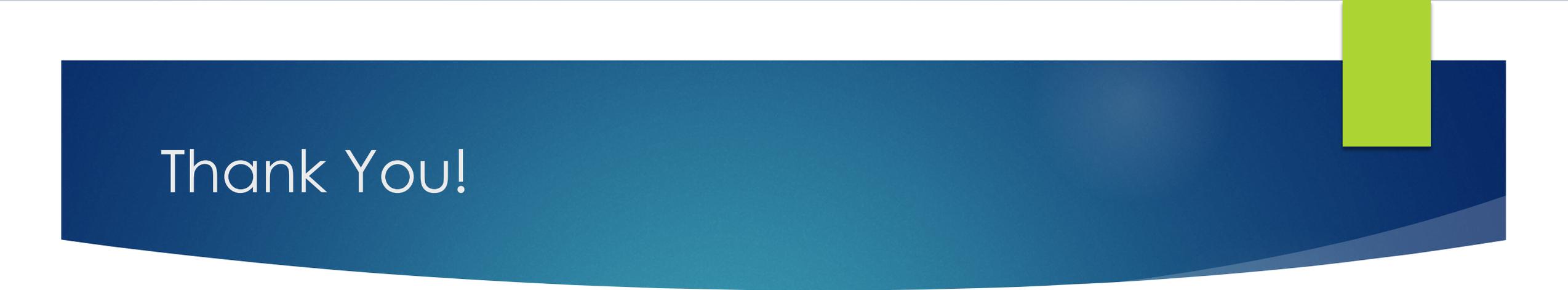
Descriptions and examples of eligible funding requests for each stream are available in the full guidelines at the following link: <https://brantcommunityfoundation.ca/county-brant-community-grant/>

## **Q. Can organizations based outside of the County of Brant apply for funding through the County Grants program?**

Applicants must have a location and/or presence in the County of Brant. Applicants are required to answer the following: What percentage of those served by this funding are residents of the County of Brant? How was this percentage determined?

## **Q. What happens if my project changes after receiving funding?**

A. The Foundation must approve changes in writing before they are implemented, including budget allocation and changes to compensation. Approval for redirection of funds needs to be obtained from Anne Marie Peirce, Executive Director of the Foundation.



# Thank You!

Anne Marie Peirce, CFRE  
Executive Director  
Brant Community Foundation  
[ampeirce@brantcf.ca](mailto:ampeirce@brantcf.ca)

Amy Sterkenburg  
Grants & Communications Coordinator  
Brant Community Foundation  
[asterkenburg@brantcf.ca](mailto:asterkenburg@brantcf.ca)