

## **Grant Application**

### **ORGANIZATION IDENTIFICATION**

Name of organization:	
Charitable registration # <i>(mandatory)</i> :	
CRA Business Number # <i>(mandatory)</i> :	
Address:	
Postal Code:	
Contact Person:	
Contact person's position:	Telephone:
Email:	

### **A. SUMMARY OF REQUEST**

1. Project Title: \_\_\_\_\_
2. Project Location: \_\_\_\_\_
3. Briefly describe the proposal in 2 to 3 sentences; including what the funding requested will be specifically used for (approximately 100 words) and what the anticipated project completion date is (if applicable).

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4. Funding requested from the Le Roi Community Foundation \$ \_\_\_\_\_
5. Total cost of project \$ \_\_\_\_\_
6. Is your program/project viable without additional funding sources?  
YES    or    NO
7. The Le Roi Community Foundation's fields of interest include: Arts and Culture, Education, Environment, Health & Welfare and Sports & Recreation. Which field of interest pertains most to this request?

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### **B. PROGRAM/PROJECT DETAILS**

8. What is the expected duration of your program/project to see it to completion? \_\_\_\_\_
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9. What are your goals for this program/project and how do they meet your mandate?

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10. How will the program/project be carried out? Provide a rough schedule of tasks/events.

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11. Do program/project expenses include wages or any other form of operational expense? (please circle one) *PLEASE SEE GUIDELINES*

YES   or   NO

12. Explain why this program/project will enhance the community?

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**C. PROJECT/PROGRAM BUDGET**

Please complete the table below with budget details. NOTE: The budget should balance.

REVENUE SOURCE	DESCRIPTION (IN-KIND OR MONETARY)	AMOUNT	STATUS (pending/confirmed)
<b>TOTAL</b>			

EXPENSE	DESCRIPTION	COSTS
<b>TOTAL</b>		

**Submitting your application:** Please send your Grant Application (5 pages) by email to: [grants@leroifoundation.com](mailto:grants@leroifoundation.com) with **Grant Application** and **Organization Name** in the subject line. **Please initial** where indicated on pages 4 and 5 of the Grant Application to acknowledge you have read the *Le Roi Foundation Guidelines for Grant Seekers*. Remember to save a copy for your files.

Applications will be accepted between **May 1 - June 30.**

**Thank you!**

## **Le Roi Community Foundation Grant Application - Guidelines for Grant Seekers**

### **Purpose**

The Le Roi Community Foundation is committed to improving the quality of life in the communities of Fruitvale, Montrose, Trail, Warfield, Rossland and Areas A and B of the Regional District of Kootenay Boundary through the distribution of income from its ever-growing pool of permanent endowment funds. These funds have been established through the generosity of donors who have chosen to contribute to the support of our local communities.

### **Eligibility**

The Le Roi Community Foundation invites applications for eligible projects sponsored by **registered charities or other qualified donees\*** that provide services to residents of its geographical area. Eligible projects shall advance the charitable purposes of the Le Roi Community Foundation as defined in its Constitution.

**\* Important Note:** Under federal law, the Le Roi Community Foundation can only accept applications from *qualified donees* as defined by Revenue Canada. Such organizations will have a Revenue Canada Charitable Registration Number. Applicants must either have their own number or be sponsored by another group/organization with one. If you are using another group's number you must include a letter from them, with your application, indicating their agreement to sponsor your application. Under the *Income Tax Act* qualified donees must be one of the following:

- a registered charity (including a registered national arts service organization);
- a registered Canadian amateur athletic association;
- a listed housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
- a listed Canadian municipality;
- a listed municipal or public body performing a function of government in Canada.

### **Areas of Interest**

Eligible projects that further the goals of the Le Roi Community Foundation include, but are not limited to, charitable activities in any of the following fields of interest:

- Arts and Culture
- Education
- Environment
- Health and Welfare
- Sports and Recreation

### **Funding Cycle & Disbursements**

The Le Roi Community Foundation currently welcomes applications for **one (1) grant cycle per year.**



Initials

### Priorities

In awarding grants, particular consideration is given to innovative projects that engage in one or more of the following activities:

- Capital projects
- Action-oriented research and innovation
- Build effective partnerships
- Realize a significant and sustainable result with a moderate amount of funding
- Contribute to strengthening the community, especially by encouraging the participation of diverse groups and individuals

### Funding Restrictions

The Le Roi Community Foundation does not support:

- Organizational operating funding\* (which includes wages)
- Deficit reduction
- Retroactive funding
- Fund-raising campaigns
- Exclusively travel focused activities
- Academic and scientific research
- Scholarships\*\*
- Individuals
- Sponsorship of sports and recreation, team or club

\* except for new organizations providing programs in emerging and high priority service areas of specific interest to the LeRoi Foundation

\*\* except for funds specifically endowed for this purpose

### The Application Process

- The Le Roi Community Foundation invites interested applicants to submit their grant application by the specified date.
- Successful applicants will be notified by letter. Successful applicants will be expected to sign a letter of agreement and **provide a follow-up report within one year**. Grants provided must be used within one year of the date of receiving the funds.
- If successful applicants have received funding and the project for which the funds were provided is unable to proceed, **all funds awarded must be returned to the Le Roi Community Foundation**. Should funds be dispersed on expenses unrelated to the funded project, the organization is responsible for reimbursement to the Le Roi Community Foundation.



Initials