



Box 2076  
 Altona, MB R0G 0B0  
 info@altonacommunityfoundation.com

## GRANT APPLICATION

If space is insufficient, please add supplementary data.

### A: ORGANIZATION INFORMATION

<b>Organization:</b>	Phone:
<b>Contact:</b>	Email:
<b>Mailing Address:</b>	No. of employees:
<b>Charitable Tax #:</b>	

General description of agency, including population directly served and principal geographic area of service.

### Attachments required:

- \_\_\_\_\_ A list of the organization's executive and directors.
- \_\_\_\_\_ A copy of the organization's budget for the current year.
- \_\_\_\_\_ A copy of the organization's latest financial statement for the one year.
- \_\_\_\_\_ A copy of the current project plan for which this grant is being sought.

### B: GRANT REQUEST

Amount requested: \_\_\_\_\_ Total project cost\*: \_\_\_\_\_  
 Project start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

### C: PROJECT INFORMATION

Have you approached other sources for support? Yes \_\_\_\_\_ No \_\_\_\_\_

Name	Amount	Confirmed	Unknown

Describe the projects purpose and how it relates to the overall mission of the organization.

Cite evidence of the need for the project and tell us how the project will benefit the local community. Describe any consultations with government or other agencies that relate to this project.

How you will measure the success of the project?

Describe the capability of your organization to conduct the project and note special staff qualifications.

If the project is successful, what financial resources will be available for its continuation?

How will the Altona Community Foundation be recognized for their contributions to this project?

Has this request been authorized by your organization's board? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

This application must be signed by the President or another officer of the organization's governing board.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of individual from whom further information may be obtained:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

*\* When projects that have been approved for a grant come in under the total project cost indicated on your grant application, the Altona Community Foundation will reduce the grant by the per cent that the project was reduced.*

*Volunteer labour is to be excluded from total project costs.*

*Proof of expenditures must be actual receipts or invoices.*

*If the scope of the project listed on the grant application has changed after the grant has been awarded, the board must be notified. Approval for the changes is at the discretion of the board and may result in the grant being declared void. Upon notification of change, the board will determine if the grant will be honored or denied. If denied, applicants will be encouraged to re-apply during the next granting cycle.*

**Please submit your grant application and all supplementary documents to:**

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Please note that all successful grant applicants will have their picture posted on the Altona Community Foundation social media sites.