



NAPANEE DISTRICT COMMUNITY FOUNDATION

2017

Community Grants Program Application Form

PLEASE NOTE: Final Date/Time for filing: FRIDAY, JANUARY 27, 2017 @ 4:30 p.m.

1. About your Organization

Organization Name:

Mailing Address:

City: _____, Ontario, Canada Postal Code: _____

Phone: _____ Email Address: _____

Website: _____ Year Established: _____

Total Annual Operating Budget: _____

Our organization has a strong local presence (e.g. local board, committee, or an active office/branch)

2. Mandate (Mission Statement)

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

3. Please indicate which of the following applies:

Our organization is a charity registered with Canada Revenue Agency

Registration Number: _____ Date of Incorporation: _____

Our organization is not a registered charity, but is partnering with a registered charity or municipality on this project. (***complete Appendix A***)

4. About your project

Project Title:

Start Date: _____ End Date: _____

Main Field of Interest (select the one that best applies)

Arts and Culture

Health & Social Services

Youth & Seniors

Education

Recreation

Environment

Please provide a ***brief*** project description and the objectives of your project.

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

5. Project Budget

Total Project Budget: _____

Amount Requested from NDCF: _____

Total Funding Secured to Date: _____

Funding sought from other sources: _____

6. Project Details

Is your project a(n):

- Pilot Project
- Expansion or Enhancement of an existing program
- Enhancement of your organization's capacity (e.g. purchase of equipment or supplies, training)
- Other:

7. Please indicate how NDCF funds will be used in regard to your project.

(up to 100 words):

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

8. If only partial funding was available, how would your project be affected?

9. Contact Person for this Grant

Name: _____ Title: _____
Phone: _____ Email: _____

We would like to keep in touch with you.

I consent to receiving electronic messages from the Napanee District Community Foundation.

10. Impact

How many will benefit from this initiative? _____

How many youth under 18 will benefit? _____

11. How will the success of this project be measured?

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

ADDITIONAL THINGS TO NOTE:

- Applicants that are not a registered charity must have their application sponsored by another organization (including a municipality) that is a registered Canadian charity. Their application must be accompanied by a completed Sponsorship Agreement. (See “Appendix A” below).
- Applications that in any way relate to or may involve a primary and/or secondary school must be accompanied by a Letter of Permission from the governing School Board.
- Applications must be signed by a duly-authorized officer of the applicant organization.
- Successful applicants will be required to complete an NDCF Grant Evaluation Report on or before December 31, 2017. A member of NDCF’s Grant Making Committee will be assigned to follow up and ensure compliance. Non-compliance will bar the applicant from future participation in the NDCF’s Community Grants Program.
- **Incomplete or late-filed applications will not be considered.** If you have any questions about or difficulty in preparing an application, please call or visit the NDCF offices for assistance. **(See the “Help” telephone number below)**

Applicant’s Authorized Signature: _____

Name (Please print): _____

Position/Title: (Please print): _____

Please mail or deliver one original hard-copy of your application to:

Napanee District Community Foundation

47 Dundas Street East

Napanee, Ontario K7R 1H7

by or before 4:30 p.m. on Friday, January 27, 2017

Need Help? Call 613-354-7333

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

**Appendix A
2017 Community Grants Program Application Form
Grant Sponsorship Agreement**

Note: Applicants that are not a registered charitable organization must be sponsored by another organization that is a charity registered in Canada. If you require a sponsor but have difficulty locating one, call or visit the NDCF offices for assistance.

Between

_____, hereinafter referred to as
Name of Sponsoring Registered Charity "the Sponsor"

and

_____, hereinafter referred to as
Name of Applicant "the Applicant"

1. Although the Napanee District Community Foundation (the Foundation) is not a party to this agreement, the Sponsor and the Applicant acknowledge that they enter into this agreement as a condition of the Foundation receiving and considering an application from the Applicant for a grant to fund, in whole or in part, an activity or project proposed by the Applicant.
2. This agreement is entered into because the Applicant is not a registered charity but is partnering with a municipality or a registered charity for the purpose of applying to the Foundation for a grant of money.
3. The Sponsor hereby confirms that it is a municipality or a registered Canadian Charity under Canada Revenue Agency (CRA) Charitable Number: _____ issued on the _____ day in the month of _____ in the year of _____.
4. The Sponsor hereby agrees to receive and manage any funds granted to the Applicant and to:
 - a. Segregate granted funds from those of the Sponsor and account for them by keeping separate books and records.
 - b. Pay out granted funds to the Applicant by installments on satisfactory confirmation of reasonable progress where a funded need or project is staged.

**Napanee District Community Foundation
Community Grants Program
Application Form – 2017**

Appendix A – Sponsorship Agreement cont'd

Name of Applicant: _____

- c. Ensure that granted funds are applied strictly to the specific purpose(s) set out in the Applicant's grant application and approved by the Foundation.
 - d. Where applicable at its discretion, set parameters for and inspect and/or receive written progress reports from the Applicant.
 - e. Withhold granted funds from the Applicant if parameters referred to in Paragraph 3 (d) are not satisfactorily met.
 - f. Ensure that any funds granted by the Foundation to the applicant are expended within the year in which they are granted.
 - g. Review and co-sign the Applicant's final report to the Foundation due on or before the 31st day of December in the year that this agreement is made, as required under the terms accompanying the granting of any funds.
 - h. Notify the Foundation of any permanent withholding of funds from the Applicant.
 - i. Return to the Foundation any funds permanently withheld from the Applicant together with a brief summary of the reasons for the withholding.
5. This agreement attaches to and forms a part of the application for funding submitted by the Applicant to the Foundation.

For the Applicant (*signature*)

Date

For the Applicant (*Name – Please print*)

For the Sponsor (*signature*)

Date

For the Sponsor (*Name – Please print*)