



# DEEP RIVER & DISTRICT COMMUNITY FOUNDATION

PO Box 1171, Deep River, ON, K0J 1P0  
<http://drdef.ncf.ca>

Form Number: GRANT\_001

Date Received

Application No.

(For office use only)

## GRANT APPLICATION FORM

Name of Organization requesting grant: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Email / Telephone / Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

(if different from applicant) Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Email / Telephone / Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of sponsoring charitable organization (if required): \_\_\_\_\_

CRA Charitable Registration Number: \_\_\_\_\_

Other grant applications associated to this one: Yes  No

If you answered "yes", where have you applied for funding and how much have you requested?

\_\_\_\_\_

Sponsor Name: \_\_\_\_\_

(if required) Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Email / Telephone / Fax: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROJECT INFORMATION

Project Title: \_\_\_\_\_

Total Budget of Applicant for Current Fiscal Year: \$ \_\_\_\_\_

Total Cost of Project for which grant is requested: \_\_\_\_\_

Amount of grant requested: \$ \_\_\_\_\_

Brief description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: See supplementary information and include required attachments.**

When completed, mail this form and required attachments to:

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P.O. Box 1171, Deep River, ON, K0J 1P0**



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## SUPPLEMENTARY INFORMATION FOR GRANT SEEKERS

**The Deep River and District Community Foundation** is dedicated to improving the quality of life in the region by distributing the income from a permanent, growing pool of funds.

**The Foundation makes grants** in the areas of social services, health, arts, education and the environment, primarily within Deep River and the surrounding area.

**The Foundation solicits grant applications** that meet the guidelines outlined below.

### ***GUIDELINES***

- Grants are made to organizations recognized as registered charities by the Charities Division of the Canada Revenue Agency.
- Groups without charitable status may seek the sponsorship of a bona fide charity, or may qualify to be included in a charitable program of the Foundation.
- A Group applying for a grant will be expected to demonstrate fiscal responsibility and to have a committed volunteer executive committee.

### ***The Foundation funds projects that:***

- address opportunities
- lead to self-sufficiency
- promote cooperation and collaboration with other organizations
- are efficient in the use of funding
- are innovative

### ***The Foundation does not support:***

- normal operating costs
- religious or political projects
- sports sponsorships (specifically excluded by CRA)
- deficit reduction or general fundraising

Grants are made for one year only. Applications for continuing projects must show how provision has been made for future funding.

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## MAKING YOUR GRANT APPLICATION

### *When can you make an application?*

Applications are accepted at any time, but the deadline for the grant review committee is November 1st each calendar year. The grant committee advises the Foundation's Board of Directors who will notify its decision to applicants within three months of the deadline date.

### *Filling out your application*

- Please write clearly. Use black ink and block lettering, or typing. We will need to make copies to circulate to the committee.
- Fill in all lines on the application form (Page 1 of this document). Do not save time by referring to attachments: attachments may not necessarily be circulated to the committee.

### *The following attachments to the application form are required:*

- A list of your Board of Directors or Executive.
- A copy of your most recent financial statement and a copy of your current operating budget.
- A brief account of the aims and program of your organization.
- A description of the project for which you are requesting support, and a budget for the project, showing clearly how a grant from the DRDCF will be used.

### *If you receive a grant*

- You will be asked to complete a final report (Post Grant Report) to the DRDCF when the project is complete. This report should show how the grant money has actually been spent, comment on whether the project met all your expectations and suggest how the results could have been improved on.
- **Failure to submit a final report may affect your organization's chances of receiving a grant in the future.**

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