



## Carberry and Area Community Foundation

Box 807, Carberry, MB R0K 0H0

[www.carberrycommunityfoundation.com](http://www.carberrycommunityfoundation.com)

### Grant Application Guidelines

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Please review the following guidelines before submitting a grant application to the Carberry and Area Community Foundation.

- Only registered charities are eligible for grants from the Carberry and Area Community Foundation. Your charitable registration number is a nine-digit number followed by **RR0001**.
- Organizations must demonstrate a strong and committed board, fiscal responsibility, and effective management.
- Projects must benefit primarily the people of Carberry and Area.
- Applicants must establish there is a need for the project and that other funding is available.
- Grants are awarded for definite purposes and for projects covering a specific period of time. Multi-year grants are subject to periodic performance reviews.
- Pilot or demonstration projects must include provision for elevation and a realistic plan for financial viability beyond the pilot stage.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
- Preference is given to projects which:
  - Benefit the whole community
  - Encourage more efficient use of community resources
  - Demonstrate new approaches and techniques in the solution of community problems
  - Address the underlying causes of problems in our society
  - Promote cooperation and sharing among organizations, eliminating duplication of services
  - Promote volunteer participation
  - Strengthen agencies' management capabilities
- Grants are not usually made to:
  - Support operating expenses of established agencies or programs
- Grants are not made to or for:
  - Individuals
  - Annual fund drives
  - Pay down mortgages or reduce deficits
  - Core government activity
  - Projects already completed
  - Political activities
  - Direct religious activities
- If you have any questions about the guidelines listed above, please contact Brianna at [carberrycommunityfoundation@outlook.com](mailto:carberrycommunityfoundation@outlook.com) or 204-476-0075.



# Carberry and Area Community Foundation

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## Grant Application

### Agency Information

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Name of organization: \_\_\_\_\_

Organization address: \_\_\_\_\_

Who will receive the funds? \_\_\_\_\_

Charitable registration # \_\_\_\_\_ RR0001

Primary contact person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

### Grant Request

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Amount requested \$ \_\_\_\_\_ Project amount \$ \_\_\_\_\_

Describe what the funds will be used for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how this project will benefit the community \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is funding being sought from other sources? Yes \_\_\_\_\_ No \_\_\_\_\_ (recommended)

If funding is being sought from another source please list below:

\_\_\_\_\_ Amount \$ \_\_\_\_\_ Approved Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_ Approved Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Granting will be done semi annually.**

**Deadlines for applications are at 4:00PM SHARP:**

**April 1**

**October 1**

Decision made by: May 31<sup>st</sup>

Decision made by: November 30<sup>th</sup>

**NOTE: Late applications will NOT be accepted.**

## Project description

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Please provide the following information:

1. Describe the project, including the purpose of the project and goals.
2. Describe the involvement of members of your community and other organizations in the development and implementation of the project.
3. Cite evidence of need for the project, stating its significance to the Carberry and area community.
4. Indicate how you will measure the success of the project and how it will strengthen your community.
5. Provide a detailed budget indicating costs by category. Include copies of at least two quotations for capital acquisitions, and other funding sources approached for support and responses to date.
6. Identify sources of financial support for the ongoing operating costs.

## Agency information

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Briefly provide the following information:

1. What is the purpose of the organization?
2. What services are provided? (Include target population, geographic area served and number of people served.)
3. What is the annual operating budget?
4. Who are the major operational funders?
5. (a) Has the organization received a grant from the Carberry and Area Community Foundation in the last five years?    Yes             No
6. (b) If you answered yes to 5. (a), was a final report on the project(s) sent to the Foundation?  
          Yes             No

## Supporting attachments:

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- List of Board of Directors, Executive or Officers
- Most recent financial statements or income and expense statements
- A recent agency newsletter, brochure and/or annual report

**MAIL or EMAIL completed application with attachments to:**

**Carberry and Area Community Foundation, Box 807, Carberry, MB R0K 0H0  
carberrycommunityfoundation@outlook.com**

**For more information, visit our website [www.carberrycommunityfoundation.com](http://www.carberrycommunityfoundation.com)**

*The Carberry and Area Community Foundation has a privacy policy that protects personal information. Any personal information requested on this application will only be used to assist with the assessment of your grant application.*