



# GRANT APPLICATION

Grant Application deadline 3<sup>rd</sup> Friday in February of each year - 4:00 pm - **NO EXCEPTIONS!**  
Grants to be awarded in June

<b>FOR OFFICE USE ONLY</b>	
DATE _____	APPLICATION NUMBER _____
AMOUNT REQUESTED _____	AMOUNT APPROVED _____

## 1. AGENCY INFORMATION

NAME

ADDRESS

CITY/TOWN  POSTAL CODE

PHONE  FAX  E-MAIL

YEAR ESTABLISHED

NUMBER OF EMPLOYEES  NUMBER OF MEMBERS

REVENUE CANADA CHARITABLE TAX NUMBER

To ensure we are in compliance with CRA, The Thompson Community Foundation requires all non-profit organizations to be registered as charities (with a charitable number) or have a *written Agreement* in place with a Qualified Donee or a Registered Canadian Amateur Athletic Association, prior to the Grant deadline, in order to qualify for receiving a grant.

\*In the event of a Written Agreement/Sponsorship, the Executive Director and Board Chair of the organization holding charitable status/Qualified Donee must sign this Application and **must** provide a copy of this signed Agreement (on our website) with their grant application. For further details, please refer to page 7 Granting Guidelines #10.

LIST OF OFFICERS OF THE GOVERNING BOARD AND ALL DIRECTORS

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2. TOTAL PROJECT AMOUNT -\$

GRANT REQUESTED -\$



TYPE OF GRANT REQUESTED: (can check more than one. See page 5 for guidelines).

- Thompson Community Foundation Grant
- Irene Evelyn Moore Fund
- Moffat Family Grant
- Thompson Health Foundation Fund
- Joe Brain Fund
- Thomas Sill Manitoba Fund

STARTING DATE  PROJECT DURATION

3. ATTACH A DETAILED PROJECT BUDGET (INCLUDING 3 QUOTES OR PUBLIC TENDER) INDICATING ANTICIPATED INCOME AND COSTS BY CATEGORY. Please note that *Thompson Community Foundation will only accept receipts dated after the grant is awarded. If GST is claimed by your organization -- deduct 50% from the GST calculation in your project budget.*

4. Brief project description:

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5. a) What is the purpose of the project

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b) How does it relate to the overall goals and services of your agency (max 500 words)

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6. How does the project serve the needs of the Thompson Community and its citizen's? (Max 500 words)

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

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8. Have you approached other sources of support?  Yes  No  
Please list those approached indicating level of support obtained.

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9. If this project is successful, what financial resources will be available for its continuation/upkeep/maintenance of the project (if applicable)?

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10. Has this project been authorized by your agency's governing body? (eg. Board of Directors)

Yes When? \_\_\_\_\_  
 No

11. Attach 2 letters of community support for this project?

Yes  
 No

12. Contact information for person(s) taking responsibility for this project in Thompson. (E-mail and Phone # required)

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13. ATTACHMENTS ("x" indicates items attached. If not attached provide explanation.)

- Income and expense budgets (along with quotes)
- Copy of latest audited or reviewed financial Statements
- Copy of organizations latest annual general meeting report
- 2 letters of community Support



**THIS APPLICATION MUST BE SIGNED BY THE PRESIDENT OR ANOTHER OFFICER OF THE AGENCY'S GOVERNING BODY:**

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Name (printed)

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Signature

Title

NAME OF INDIVIDUAL FROM WHOM FURTHER INFORMATION MAY BE OBTAINED:

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Name

Title

Telephone

Please e-mail **an electronic PDF copy** of your application and support documents to:  
**tcf@mymts.net**

***\*\*Or you can drop off your application to 117 Commercial Place (MAPS Office)***

If you have any questions please contact Thompson Community Foundation:  
Phone: 204.281.3110 or E-mail: tcf@mymts.net  
www.ourfoundationthompson.ca

## **APPLICATION GUIDELINES**

***The objectives of the Thompson Community Foundation (TCF) are:***

- To support family well-being;
- To promote the development of children, youth and senior's programs;
- To assist and promote the arts, culture and heritage activities;
- To advance education;
- To support and advance the provision of medical services;
- To support the enhancement of the environment;
- To support social programs;
- To support and advance other community activities or facilities of a charitable nature.

***The objectives of the Irene Evelyn Moore Fund are:***

- To support the charitable activities whose charitable purposes are consistent with the objects of the Thompson Community Foundation.

***The objectives of the Moffat Family Fund held at the Winnipeg Foundation are:***

- To support family well-being
- To promote the development of children and youth
- To enhance the quality of life and make a lasting difference in communities
- To assist individuals in gaining equal opportunity to develop their potential
- To support and advance the economic, social, physical and intellectual well-being of children and families

***The objectives of the Thompson Health Foundation Fund are:***

- To improve the services available at a Thompson health care facility.
- That it must improve the level of service for the users of the Thompson health care facilities.

***The objectives of the Joe Brain Fund are:***

- To advance education, with particular emphasis on mining research and education, medical research and relief of poverty.

***The objectives of the Thomas Sill Manitoba Grant Fund are:***

- To support programming, new initiatives, & charity operations.
- The more the grant impacts the community, the better.

In stating these objectives, the primary focus should be upon those members of our society who suffer genuine disadvantage.

In order to accomplish these objectives effectively and efficiently, Thompson Community Foundation has developed a thorough review process for grant applications. The granting guidelines are listed here for agencies to review prior to completing an application form.

## Granting Guidelines

1. Project must benefit primarily the people of Thompson.
2. Grants are made only to non-profit organizations with Revenue Canada Charitable Registration Numbers or other qualified donees under the Income Tax Act.
3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. Types of Grants. Thompson Community Foundation grants are provided for a wide range of projects. Requests may include but are not limited to these types of grants:
  - Equipment – includes items such as furnishings, computers, and special items used by the applicant in carrying out charitable activity
  - Special reports and planning – includes feasibility studies.
  - Capital – includes renovations or new building construction
  - Certain operating support – includes special situations where short term support is required for organizations to establish regular operating support
  - Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increases response from other sources.
7. Projects proposals **not eligible** for Thompson Community Foundation funding are those that:
  - a) Support operating expenses of established organizations or programs;
  - b) Go towards operating or capital deficits;
  - c) Go towards annual fund drives for sustaining support;
  - d) Establish or add to endowment funds;
  - e) Fund specific medical or scientific research projects;
  - f) Support religious organizations for direct religious activities;
  - g) Promote political activities or support advocacy initiatives;
  - h) Provide general conference support;
  - i) On-going school projects or programs (*classroom or educational costs that are part of the standard educational system. Examples of such costs might include books, desks, audio visual or computer equipment, etc.*)

Projects proposals **not eligible** for Moffat Family funding are those that:

- a) Support operating expenses of established organizations or programs;
- b) Go towards operating or capital deficits;
- c) Go towards annual fund drives for sustaining support;
- d) Establish or add to endowment funds;



- e) Fund specific medical or scientific research projects;
- f) Support religious organizations for direct religious activities;
- g) Promote political activities or support advocacy initiatives;
- h) Provide general conference support.
- i) Provide support for projects that are supported by government funds.
- j) On-going school projects or programs (*classroom or educational costs that are part of the standard educational system. Examples of such costs might include books, desks, audio visual or computer equipment, etc.*)

Project proposals **not eligible** for the Thompson Health Foundation Fund:

- a) Capital projects such as replacement and maintenance of required items would not be eligible for funding however cost associated with upgrading to a model that would better serve identified needs would be considered.
  - b) Operating expenses and general maintenance will not be eligible for funds.
8. All applicants must complete a grant application form. If you need more room to complete any section of the application, please attach additional pages. A meeting with Thompson Community Foundation directors or staff may be required.
9. Grant applications received from outside of Thompson will be considered only for projects that benefit the community of Thompson. These grant applications must include 2 letters of community support from individuals/organizations from the Thompson area. The application must also reflect who in Thompson will be responsible for the project and how the project will be maintained (if applicable).
10. As a community foundation we are legally obligated by CRA regulations to only grant to registered charities, registered Canadian amateur athletic associations or other qualified donees as classified by the CRA. Therefore, we are unable to grant to individuals or non-registered non profits. However, there are situations when a non-profit is working closely with a registered charity and can apply as part of an Intermediary agreement. When using an Intermediary, the Applicant (Registered Charity/Qualified Donee) must still direct and control the use of the resources associated with the activity (although it may generally delegate authority to the Intermediary (the non-profit) to make day-to-day operating decisions). For the purposes of this application form, an Intermediary is the organization that the Applicant works with to carry out the Applicant's own activities. An Applicant cannot merely be a conduit to funnel money to an Intermediary organization that is not a Qualified Donee.

\*Note that the opportunity to apply with a charitable partner is not meant to allow groups to circumvent CRA rules, but rather to support genuine partnerships between charities and non-profits.

**If your organisation is partnering with a charity/qualified donee for this grant, please contact Thompson Community Foundation for our acceptable Partnership Agreement (also provided on our website in both MS WORD & PDF formats). A letter of support is NOT an acceptable Partnership Agreement.**

Applicants receiving a grant must complete Thompson Community Foundation's *Requirements to Receiving a Grant*. The requirements are stated below...

### **Requirements to Receiving a Grant**

After receiving a confirmation letter from Thompson Community Foundation (TCF) you will know the total amount you will receive in grant funding. Grant funding can only be used to cover items listed in your confirmation letter.

All receipts must be dated **after** a grant is awarded

- If a GST rebate is claimed by your organization – deduct 50% of the GST from your grant application

**Must** attend the AGM. The date of the meeting is on the 3<sup>rd</sup> Tuesday of June at 4:00pm.

After your funding has been spent, please e-mail project receipts/paid invoices to TCF, to verify payment has been made.

Every organization that receives funding from TCF **must** make a public acknowledgement of the grant and forward a copy of the announcement to TCF. Your announcement will let the public know that the Thompson Community Foundation is helping community life flourish and will help TCF grow.

If you have received a grant through the Moffat Fund, TCF asks that the following wording be used in your announcement;

*-We would like to thank the Thompson Community Foundation, who provided us with the grant money though the Moffat Family Fund...*

In the event that:

a. The item(s) stated in your grant letter are purchased at a lower cost than quoted on your grant application, TCF will **only reimburse the amount of the purchase price** of that item.

b. The item(s) stated in your grant letter are purchased at a higher cost than originally quoted on your grant application, TCF will **only reimburse the amount stated in your grant letter**.

The **deadline** to complete these requirements is **December 1<sup>st</sup>** of the year your confirmation letter was received.

All successful applicants must provide a brief final report, which includes

- a digital photo & email it to tcf@mymts.net.
- a brief description of the activities
- impact in the community
- notable successes or lessons learned; and
- plans for follow-up activities (if any).

***Failure to complete the grant process or request an extension by the given dates may terminate the agreement. Responsibility for contacting Thompson Community Foundation lies solely with the grant recipient.***