



Mailing Address:
2-157 Harwood Avenue North Box 250
Ajax, Ontario, L1Z 0B6
Telephone: 905.430.0507

Email: info@durhamcommunityfoundation.ca
Website: www.durhamcommunityfoundation.ca
Charitable Registration: 89879 7931 RR 0001

Durham Community Foundation Grants Application Form

Getting Started

Are you a registered charity?

As per our policy, grants are to support projects and programs of organizations that **qualify as charitable organizations under Canada Revenue Agency (CRA)** guidelines and directly benefit the citizens of the Community Foundation's geographic area of interest, specifically within the Region of Durham. A full copy of our policy is available for download via our [website](#), in the philanthropy tab.

Have You Submitted Your Project Evaluation Report?

If you have received a grant from Durham Community Foundation you must have completed and submitted a Grant Project Evaluation Report before this, and any future funding applications will be considered.

To apply:

Complete and email this application along with your most recent financial statements to info@DurhamCommunityFoundation.ca by July 31, 2019.

Important Dates:

July 31, 2019	Application is due by email info@DurhamCommunityFoundation.ca Don't forget to also submit your financial statements!
November 15, 2019	Notification of decision by email
Tuesday December 3, 2019	Cheque presentation at our Community Breakfast

Please Note:

- Only **complete** applications using this application form will be reviewed.
- You **must include** your most recent financial statements with your application to be considered.
- All submitted materials become the property of Durham Community Foundation.
- Final decision on all grants rest with the Board of Directors. Access to its decisions is restricted.
- If a grant is awarded, you will be required to complete a Grant Project Evaluation Report within six weeks of the completion date of the project.

APPLICATION SUMMARY

Organization Name: _____

Organization Address (in full): _____

Town/City: _____

Municipality: _____

Province: ON

Postal Code: _____

Charitable Registration Number: _____

Contact Person: _____

Name

Title

Contact Telephone: _____

Email: _____

Website: _____

Facebook Page: _____

Twitter Handle: _____

CATEGORY

Please check **all** the categories that apply directly to your funding request.

- | | |
|--|--|
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Financial Literacy |
| <input type="checkbox"/> Capacity Building | <input type="checkbox"/> Health and Wellness |
| <input type="checkbox"/> Education | <input type="checkbox"/> Social Development |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Youth Development |

IMPACT

Estimated number of individuals in the Region of Durham to benefit and/or be impacted by this project:

(a) Directly: _____

(b) Indirectly: _____

GEOGRAPHICAL AREA OF SERVICE DELIVERY WITHIN DURHAM REGION

Please name each Municipality where your project will be delivered.

Number of volunteers involved: _____

FINANCIAL INFORMATION

Please attach either your most recent audited or reviewed financial statements (PDF).

Amount and Date of Most Recent Durham Community Fdn Grant \$ _____ Date: _____

Amount and Date of Most Recent Ajax Community Fund Grant \$ _____ Date: _____

Total budget for project under consideration: \$ _____

Amount requested from Durham Community Foundation (DCF): \$ _____

Note: Historically DCF has granted funds from \$500 to \$5,000

Actual Revenue (Most Recent Year): \$ _____

Actual Expenses (Most Recent Year): \$ _____

Revenue Budget (Current Year): \$ _____

Expense Budget (Current Year): \$ _____

Operating Annual Budget (most recent year end) \$ _____

Note: Priority will be given to charities whose Operating Annual Budget is under \$3 Million

Percentage of Operating Annual Budget funded by:

Governments: %	United Way: %	Corporations: %	
Foundations: %	Individuals: %	Special Events: %	Other: %

PROJECT

Project Title:

Project Summary: **(25 words or less)**

Note: The project description summary will be shared with our donors and media.

.

Project Description

Please provide us with an overview of your project:

Project Timeline

Anticipated Start Date:

Anticipated End Date:

Project Budget (Revenue and Expenses for this project):

Project Funding Sources:

Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
<hr/>	
	Total: \$

Project Expenses:

Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
<hr/>	
	Total: \$

Please demonstrate how a grant from Durham Community Foundation will enhance your ability to deliver your programs or services:

In what ways is your project innovative?

Are you partnering with anyone?

Yes: _____ No: _____

Possible partners could include a business, school, non-profit or other charity.

Name your partner and explain how you will work together:

What specific impact do you see this project having in the community?

Sustainability/Future Funding: How does this particular project fit into future programming?
i.e. Is it a one-time project? If not, how will it be financed in future?

What will you do if we can only partially fund your request?

Recognition of Durham Community Foundation's Grant

We would prefer not to receive a recognition certificate or plaque. Instead we would ask that you direct funds that would have been used for these recognition items towards your organization's programs and services. As a condition of the grant we ask that you provide us with details of how any support provided by Durham Community Foundation will be recognized. For example: website; social media; annual report; project marketing materials; annual meetings; newsletters; special events; table-top signage.

Recognition	Timing

Relationship with Durham Community Foundation

IF you are approved for funding please note that we will view our relationship as a partnership between your charity and Durham Community Foundation. It is a requirement for your charity to work collaboratively with us **and to participate** in the following Durham Community Foundation initiatives:

- DCF Philanthropy Forum (two delegates)
- DCF Walk for YOUR Cause (two delegates)
- DCF Random Act of Kindness Day®
- DCF Community Breakfast

Please indicate if your charity has previously participated in our initiatives:
Please check all that apply.

Durham Community Foundation Initiative	2018	2017	2016
DCF Philanthropy Forum			
DCF Walk for YOUR Cause			
DCF Random Act of Kindness Day®			
DCF Community Breakfast			

Note: Your participation in Durham Community Foundation initiatives is a very important consideration for all grant requests.

By signing below, you confirm that all information in this application is accurate – inclusive of financial statements – and you acknowledge requirements to partner with DCF as outlined above.

Signature (Authorized Officer)

Date

*****THIS APPLICATION SHOULD NOT EXCEED SIX PAGES INCLUDING THE INSTRUCTION PAGE*****