

# Minnedosa and District Foundation

Box 1980, Minnedosa, MB R0J 1E0

Email: minnedosadistrictfoundationinc@gmail.com

Website: minnedosafoundation.com

Registered Charity #119041788RR0001



## GRANT APPLICATION

**Granting will be done semi-annually.**

**Grant applications are accepted from:**

<b>April 1st to May 1st</b>	<b>Decision made by May 31st</b>
<b>September 1st to October 1st</b>	<b>Decision made by October 31st</b>

**NOTE: Late or incomplete applications will not be considered for funding**

**Please MAIL or EMAIL completed application with mandatory attachments to:  
Minnedosa and District Foundation, Box 1980, Minnedosa, MB R0J 1E0  
minnedosadistrictfoundationinc@gmail.com**

*Minnedosa and District Foundation has a privacy policy that protects personal information.  
Any personal information requested will only be used to assist with the assessment of your grant application*

## Mandatory Attachments to be included:

- ❑ Your organization's total revenue and expense budget for the current year.
- ❑ Budget and quotes for proposed project.
- ❑ List of current Board Members, Executives or Officers.
- ❑ Declaration of Affiliation -Qualified Donee and Applicant Form (if your organization is not a registered charity).

## Organization/Application Self-Evaluation (please check all that apply and include with your application)

- ❑ This project benefits the community.
- ❑ This project demonstrates a solution to a community problem or need.
- ❑ This project is sustainable long-term, without annual funding from the Foundation.
- ❑ Our organization has a strong and committed board to carry out this project.
- ❑ Our organization demonstrates fiscal responsibility, with a clear budget.
- ❑ This project does not duplicate services already offered in the Minnedosa area.
- ❑ Our Organization's grant impact forms are up to date.
- ❑ This application has been completed in full with all supporting documents.

## **Minnedosa and District Foundation**

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## **Grant Application Guidelines**

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### **Please review the following guidelines before submitting an application to the Minnedosa and District Foundation.**

- ⌘ Only registered charities are eligible for grants from the Minnedosa and District Foundation. Your charitable registration number is a nine digit number followed by **RR0001**.
- ⌘ In certain cases, a grant may be made to a registered charity (Qualified Donee) acting as a sponsor for an organization that is not a registered charity that will carry out a charitable activity. In this case, a signed *Declaration of Affiliation - Qualified Donee and Applicant* form must be completed, signed and submitted along with the grant application.
- ⌘ Organizations must demonstrate a strong and committed board, fiscal responsibility and effective management.
- ⌘ Projects must benefit primarily the people of Minnedosa 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.
- ⌘ Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.

### **Grants are usually not made to:**

- ⌘ Support operating expenses of established agencies or programs.

### **Grants are not made for:**

- ⌘ Individuals.
- ⌘ Annual fund drives.
- ⌘ Pay down mortgages or reduce deficits.
- ⌘ Core government activity.
- ⌘ Projects already completed.
- ⌘ Political Activities.
- ⌘ Direct religious activities.

## **Only applications which are completed in full will be considered**

If you have any questions about the guidelines listed above, please email [minnedosadistrictfoundationinc@gmail.com](mailto:minnedosadistrictfoundationinc@gmail.com)

## Agency Information

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Name of Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

If you are awarded a grant, what is the name of the Charitable Organization that MDF should write the cheque to?

\_\_\_\_\_

Charitable Registration #: \_\_\_\_\_ RR0001

If you have received a grant from Minnedosa and District Foundation in the past, are your Grant Impact Reports up to date? Yes:  No:

What is the purpose of your organization? (mandate, goals, services provided, geographic are served, etc.)

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\_\_\_\_\_

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## Grant Request

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Name of Project: \_\_\_\_\_

Please describe your project, including purpose and goals, and how it will benefit Minnedosa and Area. Feel free to attach another page if more room is needed.

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\_\_\_\_\_

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What challenge is the project solving for the community or organization?

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\_\_\_\_\_

\_\_\_\_\_

Who will be responsible for carrying out this project?

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How will you measure the success of the project?

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If you are awarded a grant, how will your organization recognize the Minnedosa and District Foundation?

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Please indicate the areas impacted by this project (Towns, R.M.'s).

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Total Cost of Project \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Other Sources of Funding:

Name: \_\_\_\_\_ Amount: \_\_\_\_\_ Confirmed? Yes  No

Name: \_\_\_\_\_ Amount: \_\_\_\_\_ Confirmed? Yes  No

Partial Funding:

Would your organization be able to continue the initiative if you receive only partial funding in support of your request? Yes  No

Please elaborate:

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## **Grant Application Submission Agreement**

- ⌘ I understand that applications which are submitted without all required information and attachments will not be considered for funding.
- ⌘ I understand that this application will be reviewed by the Minnedosa and District Foundation Grant Making Committee, and that submission of this application does not guarantee funding.
- ⌘ I understand that my organization will be notified of the result of this application at the email address I provided.
- ⌘ I understand that if this project is selected for funding, my organization will be required to complete a Grant Impact Report once the project is finished.
- ⌘ I understand that if awarded a grant, the payment will be made to my organization's affiliated Registered Charity.

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

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## **DECLARATION OF AFFILIATION - QUALIFIED DONEE AND AGENT**

*(PLEASE ATTACH TO MINNEDOSA AND DISTRICT FOUNDATION GRANT APPLICATION)*

Minnedosa and District Foundation provides grants directly to organizations that are registered charities with the Canada Revenue Agency. The Community Foundation may also provide grants directly to Towns/Municipalities or other Registered Charities. In certain cases, a grant may be made to a Town/Municipality/Registered Charity acting as a sponsor for an organization that is not a registered charity that will carry out a charitable activity.

These are the requirements for such an application to be considered by the Minnedosa and District Foundation:

1. The applicant (the "Agent") must have a direct affiliation with the sponsoring organization (the "Qualified Donee").  
Examples - shared charitable purpose, membership in an umbrella organization, located in the Town/Municipality etc.
2. The following "General Information Regarding the Qualified Donee", the "General Information Regarding the Agent" and the "Agreement" must be completed and enclosed with the Community Foundation grant application.

### **GENERAL INFORMATION REGARDING THE REGISTERED CHARITY (QUALIFIED DONEE):**

Name of Sponsoring Qualified Donee: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Registered Charity # \_\_\_\_\_ RR0001

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **GENERAL INFORMATION REGARDING THE APPLICANT (AGENT):**

Name of Applicant Organization: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Nature of the affiliation or relationship between the Qualified Donee and the Agent undertaking the**

**project:** \_\_\_\_\_

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

**Nature of the affiliation or relationship between the Qualified Donee and the Agent undertaking the project con't:** \_\_\_\_\_

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This **AGREEMENT** is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**BETWEEN** \_\_\_\_\_ (the "Qualified Donee")

**AND** \_\_\_\_\_ (the "Agent")

**WHERE AS:**

The Qualified Donee wishes to carry out the project described in the Grant Application by the Agent to the Community Foundation.

The project is at law a charitable or other activity qualified to receive charitably donated funds from a Community Foundation under the Income Tax Act (Canada).

**THEREFORE, THE QUALIFIED DONEE AND THE AGENT AGREE AS FOLLOWS:**

1. The Agent will act as agent for the Qualified Donee for the purpose of establishing, maintaining and completing the project.
2. The project will be completed as stated in the Community Foundation Grant Application.
3. Subject to sufficient funding to proceed with the project, the Qualified Donee will provide the total sum received on behalf of the project to the Agent for the prupose of carrying out the project.
4. The Agent will keep the funds that it receives from the Qualified Donee seperate from the Agent's own assets and will use such funds solely for the project. If the Agent fails to comply with any of the terms of this agreement, or if the Qualified Donee is dissatisfied with the progress of the project, or if the Agent fails to comply with any of the terms of the agreement with the Community Foundation, then the Agent will return all funds to the Qualified Donee for reimbursement of the funders.
5. The Agent will report as required by the agreement with the Community Foundation to the Qualified Donee and Community Foundation and will permit the Qualified Donee and the Community Foundation to inspect the project at such times as the Qualified Donee or Community Foundation deems appropriate.
6. The Agent will not assign the rights or obligations under the Agreement without prior written consent of the Qualified Donee.
7. The Agent will not change any part of the project without the prior written consent of the Community Foundation.
8. This agreement will be governed by the laws of Manitoba.

The "Qualified Donee"

The "Agent"

Per: \_\_\_\_\_

Per: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory