



# 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
- **Only applications which are completed in full and those submitted by either mail or email will be considered**
- If you have any questions about the guidelines listed above, please contact [carberrycommunityfoundation@outlook.com](mailto:carberrycommunityfoundation@outlook.com) or 204-476-0075.



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## Grant Application

### 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 Charitable Organization that CACF should write the cheque to? \_\_\_\_\_

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

If you have received a grant from Carberry and Area Community Foundation in the past, are your report back forms up to date? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

### Grant Request

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

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 were to receive only partial funding in support of your request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please elaborate: \_\_\_\_\_

Please describe your project, including purpose and goals, and how it will benefit Carberry and Area: \_\_\_\_\_

How will you measure the success of the project? \_\_\_\_\_

If you are awarded a grant, how will your organization recognize CACF? \_\_\_\_\_

### **Mandatory Attachments to be Included:**

Please check off all items

- Most current audited or reviewed financial statement
- Total revenue and expense budget for the current year
- Budget for proposed project, and quotes if available
- List of current Board Members, Executive or Officers

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

Granting will be done semi annually.

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

**April 1**

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

**October 1**

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

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

**MAIL or EMAIL** completed application with mandatory 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.*