PMAF Grant Application

Review PMAF Granting Policy & Guidelines above before completing this form.

***PEMBINA MANITOU AREA FOUNDATION** administers perpetual endowment funds, and works to benefit the communities within the Municipality of Pembina by identifying community priorities and assisting local charities and worthwhile projects.*

APPLICATION FOR FUNDING – Send *to Box 535, Manitou MB R0G 1G0 or to finance@pmafoundation.ca*

NOTE: PMAF can only consider applications that include all the information requested

Short project name: _____

Funding requested from PMAF: $ _____

Applicant organization address, phone, email: _____

_____

Contact name & contact info for further information: _____

_____

Your organization's registered charity # or n/a _____

Are you associated with a municipality (name) _____

or school (name) _____

or Cdn athletic association: _____

or low-cost housing corp. for the aged: _____

Total project cost and other sources of funding: _____

_____

Would the project proceed if PMAF is unable to help? Yes: ☐ *No:* ☐ *Explain*: _____

_____

PMAF expects funds to be used promptly for specified projects, by active organizations that need assistance. Your organization's finances **in brief**: Last Year's Income: _____ Expenses: _____

Operating Account (Chequing/Cash on Hand): _____ Savings: _____ Investments: _____

Please **do not submit** the following details, but ensure that paper copies, digital files or links to formal or reasonable records, will be available **if requested**:

- Your organization's latest financial statement
- Your budget and/or plans for the current year
- A list of your organization's directors and executive

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Mission/purpose of your organization, and Geographical area & population served:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Expand on the project – who will benefit and how, importance of and need for this project, innovative aspects of the project, significance of PMAF participating: _____

_____
_____
_____
_____
_____
_____

How will you measure the success of this project? _____

_____
_____
_____

Your plans for acknowledging and publicizing your partnership with PMAF: _____

_____
_____
_____
_____

Date and number of your board resolution authorizing this request: _____

_____

Name and title of president, chair, or other board officer

_____

Signature Date

PMAF Granting Policy & Guidelines

Background and Purpose

The Pembina-Manitou Area Foundation Inc. (the Foundation) was registered in 1997 for the purposes of establishing permanent endowment funds and distributing the income for the long-term benefit of the community. The Foundation is dedicated to enhancing the quality of our community life by funding local projects that address social, health, heritage, sport, recreational, arts and culture, child welfare, youth development, family well-being, educational and environmental needs and priorities in the entire Municipality of Pembina.

The intent of this policy is to define the procedure for the grant-making activities of the foundation. It also outlines the formal requirements, eligibility, evaluation criteria and the grant application guidelines and processes.

Formal Requirements

Grants are typically made to projects or programs that are delivered in or significantly impact the people/communities of the Municipality of Pembina. Grants are made to Canada Revenue Agency (CRA) registered charities or other qualified donees under *The Income Tax Act* (Canada).

Eligibility

The Pembina-Manitou Area Foundation granting funds will generally NOT fund:

- Individuals
- Endowment funds with other organizations
- Support to operating expenses
- Fundraising events / Annual Fund Drives
- Projects already completed
- Political activities
- Debt retirement or cover deficits
- Direct religious activities

Evaluation Criteria

Please review the following before submitting a grant application to PMAF.

1. Project must primarily benefit the people of the Municipality of Pembina.
2. The application should carry out its activities in the PMAF geographic granting area.
3. The applicant must make services and access available without discrimination.

4. 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 and problems in our society.
- promote efficient and coordinated use of community resources, both human and financial
- promote volunteer participation.

Granting Guidelines/Process

1. Grant applications are available at www.pembina.ca or requested by email finance@pmafoundation.ca or info@pmafoundation.ca . Grant application opens every 1st of February annually and can be accepted until the last day of February not later than 5:00pm. Completed applications can be submitted to **finance@pmafoundation.ca** or PMAF Box 535 Manitou, MB R0G 1G0.

2. An interview with the PMAF Board regarding your project may be scheduled if additional information is required by the Board.

3. The PMAF board will review all applications and make the final granting decisions for the year. PMAF will be in contact with each applicant either way to advise of the Board's decision and next steps. As the announcement of all grants happens at the **Granting Awards Night**, you will be requested not to announce your award outside of your organization.

4. If your project is selected, you are required to sign and return one signed copy of the Grant Agreement provided by PMAF.

5. The announcement and presentation will be made on the **date to be chosen by the PMAF board** at the **"PMAF Granting Awards Night".** This presentation is typically for media and community awareness purposes only as no cheque is physically presented until the signed agreement is received by the PMAF. You are encouraged to invite as many people as you wish to attend this event, and you will have the opportunity to speak for 2 to 5 minutes on the needs of the community and how your project addresses said need.

6. You will receive payment once you have submitted the signed agreement. Please submit the signed agreement at Box 535, Manitou MB R0G1G0 or email to finance@pmafoundation.ca

7. The recipient organization must submit a formal report using the PMAF Grant Report template as soon as the project is completed but not later than one year from when the grant was made. The report must include the following: digital copies of receipts, digital photos of completed project and signage acknowledging PMAF funding, and any of the following: digital copies of screen shots of announcement/story/ads placed on Facebook, Instagram, website, or electronic screen, newspaper announcement/story/ad, poster, program, or group email indicating appropriate acknowledgment of funding, and where possible, with use of the PMAF logo. Please submit the report to info@pmafoundation.ca or mail at Box 535 Manitou, MB. R0G 1G0.

If you have any further questions, please feel free to contact Pembina-Manitou Area Foundation through the Grant Committee Chair.