



## Detailed Grant Information

*Please complete as fully as possible. Attach additional pages as needed.  
Submissions can be made either by Email (PDF format) or Canada Post.*

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### 1. Tell us about your organization:

- What is the history, objectives and activities?
- How many staff members do you employ full and part time?
- Do you use volunteers and what do they do?
- Whom do you serve and how many people are served by your charity?
- Do you receive government or United Way funding?
- What is the governance structure for your charity?
- Any thing else we should know about your charity?

### 2. Tell us about the project details:

- What is the project we are being asked to support?
- Give details about the need that will be addressed?
- Are there similar programs being run by other agencies?
  - What makes your program different?
  - How is your group suited to running the program?
- Who will benefit? How many people?
- What is the timeframe?
- How will it be financed in the future?
- How many paid staff will be involved? How many volunteers?
- Will there be any cost to your clients?
- How will you measure success?
- What progress has been made thus far, in securing the funding or preparing for the project?
- How will this project help your organization as a whole?
- How will you communicate with us at the end of the project about your success?
- Are there any other details about your project that are not covered in the above questions?

### 3. Charitable Organization Documents (required)

- Your most recent financial statements
- Your current operating budget
- Project Budget
- A list of your Board of Directors

### 4. Good Stewardship (The Granting Committee may request):

- A site visit
- Additional quotes or information