



FOREST COMMUNITY FOUNDATION

c/o Karen Cameron, Secretary

7883 Amtelecom Parkway

Forest, Ontario N0N 1J0 519-786-2335 Fax 519-786-2135

GRANT APPLICATION PRINCIPLES

The following grant application principles have been approved for the use of agencies completing grant applications:

1. Projects approved for granting must primarily benefit the former Town of Forest geographical area.
2. Grants are awarded for definite purposes and for projects covering a specific period of time. **ONLY ONE PROJECT PER APPLICATION.** Groups may submit more than one application for different projects.
3. Preference will be given to projects which contribute to the community's growing needs for artistic, cultural, recreational, educational, and health related programs.
4. Bursaries and scholarships are awarded to educational institutions and not to individuals.
5. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased responses from other sources.
7. Grants are not made to support operating expenses of established organizations.
8. Grants are not made toward operating or capital deficits. Grants will not be made to support a project that is already started.
9. The Foundation does not respond to annual fund drives for sustaining support.
10. Grants are not normally made to establish or add to endowment funds. An exception may be made when a project provides extraordinary benefit to the community. In such a case, the Board of Directors may require additional commitments and reporting to assure due diligence is exercised for the term of the grant. Regardless, each grant will be considered on an annual basis.
11. Grants are not ordinarily made to fund specific medical or scientific research projects.
12. Grants are not made to religious organizations for direct religious activities.
13. Grants are not made to promote political activities, support advocacy initiatives, or provide general conference support.
14. All applications will be required to complete a grant request form and supply requested reference information when asked. A presentation to Foundation directors may be requested.
15. Applications receiving a grant will be required to submit a semi-annual detailed statement showing progress of application of funds and a final detailed report upon completion of the project. The Foundation reserves the right to audit the project on completion or at intervals during the project.

Board of Directors:

Jordan McGregor 519-466-8040
Sarah Jane Goodhand 519-786-5055
Jesse Mason 519-402-8145
Archie McKinlay 519-786-2574
Keith Watson 519-786-4422

Stephen George 519-786-6386
Donna Jones 519-786-4833
Dianne McKellar 519-786-5030
Bryan McKinlay 519-786-2798

Deadline: NOON Sept. 29/17



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GRANT REQUEST FORM

Please complete this form in the spaces provided. Return to the Foundation Office by the grant application **deadline of NOON on September 29, 2017.**

1. Name of Organization: _____

2. Address: _____

3. Telephone: _____ Fax: _____

4. Registered Charitable Organization Number: _____

(Organizations without "Non-Profit Charitable Registration Numbers" may still be able to apply for funding support from the Foundation by going through the Municipality of Lambton Shores. Applicants are asked to contact Treasurer Janet Ferguson for more details on whether your organization is eligible to pursue this route and a letter must accompany this application.)

5. Executive Director/Manager: _____

6. Name of contact person for this request that will be responsible for providing a detailed final report to FCF upon completion of this project. Provide name, full address, email & phone number: _____

7. Date Project to Begin: _____ Anticipated Completion Date: _____

8. Briefly state mission/goals of your organization: _____

9. Briefly describe the project for which you are requesting funds: _____

10. What is the **total** cost of this project: _____
(Please include three (3) estimates for work over \$1,000.00.)

11. a) What amount of funds are you requesting from FCF: _____

b) Is it essential to receive the full amount of grant money requested? _____

12. Specifically, for what will the funds be used? _____

13. Benefits to the Community:

(a) Who will benefit? (age, sex, group, etc.)

(b) How many will benefit? (Number): _____

14. Are you also seeking financial support from other groups for this project? If so, please indicate from which groups, their contact information and amounts being requested.

15. Is there any potential to involve other community groups in this project? (ie. Cost sharing, resources sharing, advertising, etc.)

16. If successful in receiving grant monies, how does your organization propose to publicly recognize the Foundation's donation towards the project?

17. Agree to meet all obligations required by the Foundation.

18. Representative 1: _____
Print Name *Signature*

_____ *Email* _____ *Telephone #*

Representative 2: _____
Print Name *Signature*

Date submitted: _____

Deadline: September 29th, 2017 at 12:00 noon