

# Stark Family Fund Application Form

For internal use only.

Date: \_\_\_\_\_

App# \_\_\_\_\_



## A. About your Organization

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

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

City: \_\_\_\_\_ Ontario, Canada Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Year Established: \_\_\_\_\_

Your organization's mandate/mission

Please describe how your organization has a strong presence in Prince Edward County  
(through a local board, local committee, or an active local office/branch)

Please indicate which one of the following applies:

Our organization is a charity registered with Canada Revenue Agency

Registration Number: \_\_\_\_\_

**OR**

We have formally partnered with a registered charity or municipality to deliver this project

(Note: you must attach a signed Confirmation of Partnership Agreement form)

Name of Charity/Municipality: \_\_\_\_\_

Contact at Charity/Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_

Registration Number of Charity: \_\_\_\_\_ E-mail: \_\_\_\_\_

## B. Contact Person for this Grant

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ ext: \_\_\_\_\_ Email: \_\_\_\_\_

## C. About your Project

**C1.** Project Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Event Date (if applicable): \_\_\_\_\_

### C2.

C2.Summary from Budget Template	
Note: These numbers must match the corresponding field in your budget	\$
a. Total Project Expenses	\$
b. Total Grants Approved/Confirmed	\$
c. Total Revenue Sources	\$
d. Total Project Revenue	\$
e. Amount Requested from CFKA	\$
f. Percentage of Total Project Costs Requested From CFKA	%

### C3. Main Field of Interest (select the one that best applies):

- Arts & Culture                       Animal Welfare                       Health & Social Services  
 Community Development               Education

## D. Project Overview

### D1. Is your project a(n):

- Pilot Project  
 Expansion of an existing project or program to a new demographic  
 Addition of a new feature to an existing project or program  
 Enhancement of your organization's capacity (e.g. purchase of equipment/supplies, training)  
 Existing program delivered to new individuals

### D2. State the main objective(s) of your project in point form (200 word limit):

- D3.** a. What **local** need/interest does this project address?  
 b. How did you assess this **local** need/interest?

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**D4.**

a. How many persons in total will <u>directly</u> benefit through active participation in this project?	
b. Of this number, how many are youth under 18?	
c. How many persons in total will <u>indirectly</u> benefit from this project (e.g. audience)?	
d. Of this number, how many are youth under 18?	

- D5.** How do you plan to reach your intended clients or audience?

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**E. Workplan**

- E1.** List the sequence of project activities in point form. Where possible include milestone dates.

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**E2.**

a. Estimated number of volunteer hours	
b. Estimated total hours of regular staff time	
c. Estimated hours of contract staff time	

**E3.** List partnerships you have formed to carry out this project. If no partnerships, please explain.

**E4.** Why are you confident that your organization has the capacity to carry out this project?  
(e.g. *financial & human resources, expertise*)

## F. Evaluation

**F1.** What will the changes or benefits of a successful project look like?

**F2.** What is your evaluation plan to measure whether you achieved your objective(s)?

## G. Funding

**You are required to attach a completed budget template to this application.**

**G1.** What will the Community Foundation's/Stark Family Fund's grant be used for? Please be specific, e.g. to pay for project coordinator, supplies, hall rental etc.

**G2.** Will you proceed with your project if only partial funding is available?

Yes

No

**G3.** If only partial funding is available, what are your spending priorities? Please list in point form in descending order of priority.

**G4.** Future of Your Project

Do you expect that your project will become an ongoing activity or program at the conclusion of the project?

Yes

No

**G5.** If you answered yes to question G4, how do you anticipate sustaining an ongoing program?

## H. More info

**H1.** Please tell us what excites you about this project.

**H2.** Are there more details you would like us to know about in evaluating your proposal?  
(You are invited to attach up to a maximum of 2 pages of additional materials that would help us appreciate your project. e.g. testimonials, photos, survey results.)

## I. Sharing

**I1.** Media summary:

Please summarize your project and its anticipated impact to share publicly, e.g. press release, newsletters, other places. **(This must be 50-75 words- any additional words will be excluded!)**

**I2.** If you receive this grant, how will you publicly recognize the Community Foundation/Stark Family Fund and the impact of the grant?

## J. Authorization

**Authorization: To be approved by two officers with signing authority from your organization indicating awareness of and support for this Letter of Intent & Budget.**  
(Note: if your organization is *not* a charitable organization you MUST also complete and attach a signed Confirmation of Partnership Agreement form AND a list of your local board or committee members.)

Name: \_\_\_\_\_ \* Title: \_\_\_\_\_

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

*\*I have the authority to bind the organization*

Name: \_\_\_\_\_ \* Title: \_\_\_\_\_

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

*\* I have the authority to bind the organization*

### Checklist

Please check off the following to confirm you have:

- Read the Eligibility Criteria as listed on CFKA website
- Read and followed the Stark Family Fund Guidelines on CFKA website
- Answered all questions and did not leave any blanks (put “no” or “not applicable” or “zero” instead of leaving an empty space)
- Attached a copy of the Proposed Project Budget using the template provided
- Double checked all budget figures for accuracy and ensured that expenses and revenue balance
- Made sure the application has been signed
- Made sure you have also submitted your application and all supporting documents to [grants@cfka.org](mailto:grants@cfka.org) preferably as **ONE PDF file**
- Made sure all final reports and actual project budgets for all completed CFKA projects have been submitted (if applicable), understanding that overdue final reports will result in the application being ineligible
- Understood that the project cannot start before board approval, which is approximately 10 weeks after the application deadline
- Attached financial statements of the applying organization for the last completed fiscal year

**If applicable** to your project, confirm you have also:

- Attached a maximum of two pages of additional materials
- Attached a letter from the school board (NOT a teacher or principal) for any project involving students during school time
- Attached at least two quotes from vendors/suppliers for purchases over \$500

***If using a partner charity or municipality, confirm you have:***

- Completed and attached the Confirmation of Partnership Agreement form
- Attached a list of your local board or committee members

I verify that I have read and agree with the above, have followed all instructions and have included all applicable documents. **I understand that failure to submit according to these criteria will render my application ineligible.**

Name of Grant Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Deadline: 4:30pm, March 22, 2019**

Please submit your application electronically preferably as **one PDF file** by the deadline to [grants@cfka.org](mailto:grants@cfka.org)

Do not include cover letters, title pages or similar additions.

Thank you for your application.  
We will be in touch about 7 weeks after the deadline to advise if you are successful in receiving a grant.

**Late or incomplete applications will be disqualified. There will be no exceptions to this policy.**

### **G. Please Help Us Improve Our Grant Process**

Please provide any feedback you have on this form or the application process:

Please check here if you would like to be added to our mailing list for newsletters, events information, grants calls for proposals and other updates