

## PRINCE ALBERT AND AREA COMMUNITY FOUNDATION

### GRANT APPLICATION GUIDELINES & FORM – 2019

*Projects to operate from June, 2019 to May 31, 2020.*

*Grant funds will be released to approved Projects in June, 2019.*

Please read Application Guidelines and complete as directed.

Applications that are not complete or not accurate will not be considered for funding. You will not be contacted for missing or incorrect information.

All Canada Revenue Agency (CRA) numbers will be checked for current validity. This is your Charitable Registration Number issued by Canada Revenue Agency and is NOT the same as a Non-Profit Incorporation Number. All CRA numbers will be 9 digits + RR0001. If unsure as to whether your organization has such a number or how to apply for one, please go the Canada Revenue Agency website (<http://www.cra-arc.gc.ca/chrts-gvng/chrts/menu-eng.html>) to research further.

If your group does NOT have a CRA number of its own but you are partnering with a group that does have a valid number, you MUST supply the legal name and CRA number of that partner. The partnering group with the CRA number MUST provide a letter supporting your proposal along and other information as requested on the next page, as they become the body responsible for the operation of your project.

Please attach to this application:

- Mission/mandate of your organization
- List of current Board of Directors with names, addresses and phone numbers
- Most recent fiscal year financial statements (reviewed or audited) - only one copy of this document
- Current operating budget of your organization
- In addition to the written submission, please be prepared to make a brief oral presentation to the Grant making Committee

**Note: Three (3) complete copies of your application must be forwarded by Regular Mail and Postmarked before the deadline date of MARCH 14, 2019, to:**

**Prince Albert and Area Community Foundation  
ATTENTION: Grants Committee  
P.O. Box 291  
Prince Albert, Saskatchewan S6V 5R5**

**DEADLINE DATE FOR RECEIPT OF APPLICATION: MARCH 14, 2019**

## APPLICATION GUIDELINES

Prince Albert & Area Community Foundation has 2 funding streams this Application covers – the main one source is PAACF funds and a second source is a partnership with the United Way of Saskatoon & Area - Prince Albert branch, to distribute funds raised through United Way employee campaigns in Prince Albert. This package includes information on both the Prince Albert & Area Community Foundation grant and the United Way grant. The Application Form uses the term “PAACF funds” to cover both.

**You do not need to specify which of the above grants you are applying for. Your application will be reviewed by representatives of both grant programs and could be funded by one or both of these grant programs, based on their priorities and criteria as described on the following pages.**

### Eligibility for Funding

- Provide services which directly benefit the citizens of Prince Albert and surrounding area
- Be a registered charity under the Income Tax Act (see guidelines for application sponsorship)
- Make services available without discrimination
- Provide all information requested according to the grant application requirements
- Demonstrate fiscal and management responsibility
- Must not be in default of granting requirements from previous years

### Criteria for Funding

Consideration will be given to proposals that demonstrate:

- Comprehensive, collaborative approaches across education, employment, health, social services, culture and the environment
- Respectful, broad cultural perspective that recognizes that people need to be reached in different ways
- Rigorous monitoring and evaluation of projects to demonstrate outcomes
- Encourage volunteer participation

### Guidelines for Application Sponsorship

If an organization that does not yet have charitable status, it is possible to consider funding if the application is sponsored by a registered charitable organization.

These are the conditions for such an application to be considered:

- There must be a direct affiliation with the sponsoring organization (the charity)
- A letter from the sponsoring organization's President must be submitted indicating:
  - the nature of the affiliation or relationship with the organization undertaking the project
  - the sponsoring organization's willingness to undertake financial/ legal responsibility for the project
  - mailing address, phone and fax number; charitable registration number
  - organizational mandate of sponsoring organization
- The sponsoring organization must attach:
  - Board of Directors' names, addresses and telephone numbers
  - financial statement for the last complete fiscal year.

The above information on Sponsorship relationships must be attached to the application form.

Read the entire Application Form before completing it. Please contact us with any questions.

**Prince Albert and Area Community Foundation**

**P.O. Box 291**

**Prince Albert, Saskatchewan S6V 5R5**

**(306) 764-9108**

**[pafoundation@sasktel.net](mailto:pafoundation@sasktel.net)**

**Executive-Director - Marilyn Peterson**

**A. PRINCE ALBERT AND AREA COMMUNITY FOUNDATION (PAACF): PRIORITIES & CRITERIA FOR THE PAACF COMMUNITY FUND**

**The Community Fund**

The Community Fund gives grants in the following subject areas to enhance the quality of life for the citizens of Prince Albert and area:

- Children and Youth
- Family and community
- Arts and culture
- Health and Welfare
- Sports & Recreation
- Research
- Education

**Granting Priorities**

The Community Fund's granting priorities for 2019 will focus on benefitting "children, families and less advantaged communities."

- **HEALTH** – Promoting and Advancing the physical and mental well-being of individuals and families
- **EDUCATION** – Enhancing the quality and accessibility of lifelong learning and educational opportunities
- **SOCIAL DEVELOPMENT** – Creating caring, safe and supportive environments for healthy social development of families and special needs groups
- **CAPACITY BUILDING** – Supporting innovation that strengthens the community's capacity to care for itself, testing new ways of providing services
- **ARTS AND CULTURE** – Fostering and supporting the growth and preservation of arts and cultural activities
- **ENVIRONMENT** – Resolving or preventing environmental and wildlife issues, supporting and encouraging appreciation of the environment

**Note: In 2019, priority will be given to organizations and/or projects that have not received funding in prior years.**

Grants will NOT be made towards:

- Supporting annual fundraising campaigns
- Operating or capital deficits
- Team support and sponsorship
- Sectarian, religious or political purposes
- Tours or travel outside the community
- Individuals



## **B. UNITED WAY: PRIORITIES & CRITERIA FOR THE UNITED WAY PRINCE ALBERT & AREA COMMUNITY INITIATIVES FUND**

To be eligible for United Way funding, services must be provided in Prince Albert and area. Organizations must have clearly stated missions in the non-profit sector and funding will be considered for program delivery only. Organizations receiving funding are expected to acknowledge United Way's contribution in publicity related to the grants.

The priority of the United Way Prince Albert & Area Community Fund is to invest in services that meet vital and/or emerging community needs and achieve outcomes in two focus areas:

### **Poverty to Possibility: Stable Homes**

#### **Outcomes:**

- Basic needs are met
- Housing stability is acquired and maintained
- Homes are safe places

### **Strong Communities: Mental, Emotional and Spiritual Well-being**

#### **Outcomes:**

- Positive mental health and ability to handle life's challenges
- Connectedness and involvement in the community
- Ability to navigate for access to services

The following are not eligible for funding through the United Way Prince Albert & Area Community Fund:

- Capital projects
- Research projects

For additional information about United Way organization, please contact Brad Bird, Director, Community Impact & Strategic Partnerships at (306) 975-7705.

**PRINCE ALBERT AND AREA COMMUNITY FOUNDATION  
GRANT APPLICATION FORM**

Return 3 copies of the application and required attachments by the **deadline date of MARCH 07, 2019.**

**SECTION I: ORGANIZATION INFORMATION**

1. Name : \_\_\_\_\_
2. Address: \_\_\_\_\_  
Postal Code \_\_\_\_\_ Email address \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Canada Revenue Registered Charitable Tax # : \_\_\_\_\_
5. Name and Contact for Executive Director \_\_\_\_\_
6. Briefly state mission/goals of your organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II: PROJECT INFORMATION**

7. Contact info/Project Manager for this request \_\_\_\_\_
8. Is this a new ( ) or existing project ( )?  
List the years that you have received funding in the past from PAACF and/or United Way for this project?  
\_\_\_\_\_  
\_\_\_\_\_
9. Briefly describe the project for which you are requesting funds: **Important: Include the number of clients/recipients you expect to involve in the project, activities proposed , problems to be addressed and start and completion dates for project**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What is the total cost of this project? \_\_\_\_\_ Amount of funds you are requesting? \_\_\_\_\_  
Name other sources you have made application(s) to \_\_\_\_\_  
\_\_\_\_\_

11. What specifically will the funds requested be used for?

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12. Describe how the Prince Albert & Area Community Foundation and/or United Way will be recognized for their contribution to this project and your organization.

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13. List Benefits to the community in relation to the guiding principles:

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14. Please list any partnerships that are involved in the project:

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**If this application is successful in securing funding through PAACF, we agree to allow PAACF to make an information presentation to our Board of Directors within the following 6 months.**

**I am aware that there is a 10% holdback on approved grants, pending receipt of Final Project Report submitted to PAACF by May 16, 2020.**

15. Authorized representatives of your organization(s):

Contact Person(s): (i) \_\_\_\_\_  
Print Name Signature

(ii) \_\_\_\_\_  
Print Name Signature

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

FINANCIAL INFORMATION

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

Project Budget

1. Estimated Expenses:

Salaries/Fees/Honoraria	\$ _____
Printing	_____
Materials/Supplies	_____
Advertising/Promotion	_____
Office Expenses (specify)	_____
Other (specify)	_____

Total expenses \$ \_\_\_\_\_

2. Estimated Revenue:

Please itemize all sources including fees, donations, earned revenue, fundraising (specify), other grants (specify), and grant being requested from PAACF

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Revenue \$ \_\_\_\_\_

3. Other:

Does your Organization have a reserve fund? How much? \$ \_\_\_\_\_

For what purpose? \_\_\_\_\_

Total \$ \_\_\_\_\_