

# Community Grants

## Part 2 - Full Application Guidelines

### Planning Ahead

Application forms, including the proposed project budget, will be accepted **until 4:30 pm on Monday, March 23, 2015**. **Late or incomplete submissions will not be accepted.** Use the CFKA Full Application template provided.

If possible, please submit in advance of the deadline in order that the Grants Coordinator can review your submission for completeness and accuracy. **Be sure to answer all the questions.** Incomplete submissions will not be considered. Please review the tips before completing the application form.

Signatures of two board members, with signing authority to bind the organization holding the charitable status, are required on the application form to indicate they have approved the application and proposed project budget.

If you have questions, please contact our Grants Coordinator by email at [grants@cfka.org](mailto:grants@cfka.org) or by phone at 613 546-9696.

Attach the following documents to your application

- Financial Statements (most recent)
- Supplementary information e.g. testimonials (optional)
- Separate page answering any questions asked by the committee in invitation letter (if applicable)

### Tips for Completing the Full Application

- Provide information in point form where requested
- Please check to make sure that the forms are complete and that you have provided the required supporting documentation.

**1. Main objectives of your project:** what will you achieve through this project? Depending on the scope of your project, you may have only one objective or you may have several objectives.

**2. Expected changes/benefits of the project** may vary in that you may see only a single change/benefit or you may envision several benefits. Please be specific in describing how the project will bring about these changes or benefits.

You should also be specific in identifying exactly who will benefit from this project. Is it a particular group of people or do you see this project as benefitting a broader segment of the population?

**3. Measuring results:** An important part of every project is to know if you achieved your objectives i.e. *Did you do what you said you would do?* You need to include evaluation as part of your workplan, right from the start. There may be a cost which should be included in your proposed project budget e.g. photocopying, telephone charges, postage.

Results may be measured, *quantitatively or qualitatively*, and can be done in many ways depending on the type of project or event you are proposing. Some of those ways include:



- Developing resource materials as planned
- tracking the audience through ticket sales numbers; tracking participants through number of registrants
- follow up written questionnaires from participants
- follow up telephone surveys
- collecting stories or testimonials from participants or audience
- feedback from partner organizations

**4. Intended clients or audience:** A key element in the success of a project or event is the ability to reach your intended clients or audience. How have you determined that your project will (1) meet an existing need or (2) respond to demonstrated interest? How will you reach or engage those groups? Have you communicated with potential partners or key stakeholder organizations in advance of this communication?

**5. Workplan/Sequence of Project Activities:** You should have a workplan that includes the sequence of activities that will occur throughout the project. We are expecting a demonstration that you have thought through the workplan from start to finish.

**6. Requested CFKA project funding:** Because the demand for funds traditionally exceeds the funds available from CFKA in any granting round, please consider if and how your project could proceed if you are offered only partial funding rather than the full amount requested. Some applicants conclude that the project can only proceed with full funding from CFKA.

**7. From Project to Ongoing Program:** You may be considering possible long term plans for your project beyond the initial 12 month funding period. If your project may continue, describe how you anticipate funding the program in future. If this is a one-time activity, please make that clear.

**8. Supplementary information:** You are welcome to provide additional information about special features of your project if you have not included it elsewhere in the Letter of Intent or Full Application.

**9. Budget:** If your budget has changed from what was submitted with the Letter of Intent, please attach the revised budget form. Please note: the amount requested may decrease, but may not increase. **Please print the budget form as a “Landscape” document.**

Please contact the CFKA Grants Coordinator by email at [grants@cfka.org](mailto:grants@cfka.org) or by phone 613-546-9696 if you have questions related to the budget.



## REMINDER

Deadline is 4:30 pm Monday March 23, 2015. Incomplete or late submissions will not be considered.

## Checklist for Applicants

Before submitting your applications, please check to ensure you have completed all of the following:

**Incomplete or late submissions will not be accepted.**

- Ensure all sections of the form are completed and attached.
  - Application Form using template provided
  - Financial Statements (most recent)
  - Supplementary Information (optional)
  - Additional questions from invitation letter answered
  
- Ensure you have obtained the necessary authorization signatures.
  
- Ensure your contact person will be available to answer any questions after submission.
  
- Prepare one original and four photocopies with signatures to submit in hard copy.  
Note: a cover letter is not necessary and you do not need to submit this checklist.
  
- Submit all five copies with signatures by mail or in person any time before the deadline to:  
  
The Community Foundation for Kingston & Area  
165 Ontario Street, Suite #6  
Kingston ON K7L 2Y6
  
- Keep a copy of your completed Application form for your records.

**Submissions must be made in hard copy.**

**Double sided printing permitted and encouraged**

Please note that handwritten submissions will not be considered.

**\*\* Applications must be received not later  
than 4:30 pm on March 23<sup>rd</sup> \*\***

**Incomplete or late submissions will not be accepted.**

