

# Community Grants

## Part 2 - Full Application Guidelines

### Planning Ahead

Application forms, including financial statements, will be accepted **until 4:30 pm on Wednesday, March 23<sup>rd</sup>, 2016**. **Late or incomplete submissions will not be accepted.** Use the CFKA Full Application template provided.

If possible, please submit in advance of the deadline so 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.

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 (maximum 2 pages), e.g. testimonials (optional)
- Separate page answering any questions asked by the committee in invitation letter (if applicable)
- Revised budget if it has changed from that in your Letter of Intent

### Tips for Completing the Full Application

- Provide information in point form where possible.
- Please check to make sure that the forms are complete and that you have provided the required supporting documentation.
- Use 10pt font or larger in all boxes.
- Do not expand the sizes of any boxes.

**1. Budget:** In the budget summary chart on page one, ALL applicants must fill out the first column with the numbers that were provided on the budget and budget summary in your Letter of Intent. Only fill out the second column of the budget summary if your budget has changed from what you originally submitted with your Letter of Intent. If your budget has changed, you must also attach a revised budget form to all copies of the Full Application. **Please note: The amount requested from CFKA may decrease, but may not increase.** For example, you might want to change your budget to reflect donations received, grants confirmed, quotes received or other changed figures since you submitted the LOI.

**2. 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.

**3. 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?



**4. Measuring results:** An important part of every project is to know if you have 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

**5. 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? How do you know they will attend/register/read what you create? Have you communicated with potential partners or key stakeholder organizations in advance of this application?

**6. Work plan/sequence of project activities:** You should have a work plan that includes the sequence of activities that will occur throughout the project. We are expecting a demonstration that you have thought through the work plan from start to finish.

**7. 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. If you can proceed with partial funding, what would change from your original application? What things would be funded first?

**8. From project to ongoing program:** You may be considering possible long-term plans for your project beyond the 12 month funding period. If your project may continue, describe how you anticipate funding, staffing and otherwise supporting the program in future. If this is a one-time activity, please check “no” in #8a and put n/a in the box for #8b.

**Press Summary:** This is a mandatory part of your application. We will use this to publish stories on successful grants, so consider what you would want outside audiences to know. Stick strictly within the word limit as excess will be removed and your story will be rendered incomplete.

**Authorization:** Charitable organizations will have this signed by two officers with the legal authority to bind the organization, even though already signed at the LOI stage. In cases where your organization is partnering with a charitable organization and you submitted a Confirmation of Partnership Agreement form at the LOI stage you do not need to submit that form again. However, the authorization section needs to be signed by one officer of your organization that has the legal authority to bind AND one officer from the charitable organization you are partnering with who has the legal authority to bind that organization.

**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. Only 2 pages (one page double-sided)



will be accepted. Additional pages will be removed.

**Financial statements:** You MUST include financial statements with your application. Failure to do so will render the application ineligible. The statements must be for your most recent completed fiscal year. They may be audited or unaudited. If you are carrying out this project using a partnership agreement with a registered charity, it is your own financial statements that you submit and not theirs. At minimum, financial statements should include all your revenue and expenses for your last fiscal year as well as the balance you hold in any accounts and/or petty cash.

## 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
  - Revised budget (if applicable)
- 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 23rd\*\***

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

