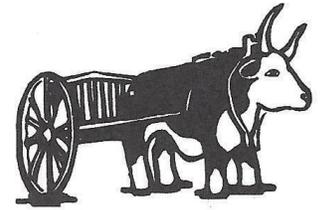


Oak Lake and Area Community Foundation

Grant Application Form



Please complete all sections of this form, number any additional pages.

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Revenue Canada's Registered Charitable No. : _____

Contact Person: _____ Signature: _____

Title: _____ Telephone: _____

Fax: _____ E-mail: _____

Chief Staff Person: _____ Signature: _____

Title: _____ Telephone: _____

Fax: _____ E-mail: _____

Total Organizational Budget

Total Cost of Project

Amount Requested

\$ _____ \$ _____ \$ _____ Project Title: _____

Brief description:

Attach to this application:

1. List of Board of Directors
 2. Current Operating Budget
 3. Most recent (audited or unaudited) financial statements
 4. Other pertinent materials may be included
-

(office use only)

Date Received: _____ Application No: _____

About Your Organization

Briefly state the history and purpose of your organization. Include the following: founding date; whom it serves, volunteer base, staff, location, achievements. If the applicant is an individual, please describe your sponsoring organization, including its Registered Charitable No., as well as information about your own history and project.

About Your Project

Clearly define the project – needs and opportunities. Include the following information:

Purpose: What will it specifically accomplish and how does it relate to your overall goals?

Dates: What are the projected start-up and completion dates?

Who: What needs is it designed to meet and for what specific population?

Benefits: How will this project benefit and Oak Lake and Area Community?

Authorization

On what date did your Board / Sponsors approve of this Application? _____

Signing officers: 1. _____ 2. _____

Other Sources: What other funding groups have committed or will be approached? (Details about other funding sources are to be included in full on the Project Budget sheet.)

Future Funds: How will this project be financed in the future?

Viability: Why do you think this project will work?

Coordination: Who else in the community is working on this issue? What will you do that is different from, or better than, existing programs? How will you coordinate with them?

On-site Visits: How do we arrange on-site visits?

Evaluation: How will we measure your success?

Acknowledgement: How will you acknowledge the sponsorship of the Oak Lake and Area Community Foundation?

Other: Is there anything else you would like us to know about this project?

Project Title:

Project Budget

1. Estimated Expenses:

Salaries / Fees /Honoraria	\$ _____
Printing	_____
Materials / Supplies	_____
Advertising / Promotion	_____
Office Expenses (Specify):	_____
Capital Expenditures	_____
Other (Specify):	_____
 Total Expenses:	 \$ _____

2. Estimated Revenue:

Please itemize all sources including, fees, donations, earned revenue, fundraising (specify) grants (specify), and Oak Lake and Area Community Foundation grant.

	\$ _____

 Total Revenue:	 \$ _____

3. Other:

Do you have a reserve fund? How much and for what purpose?

	\$ _____
Total:	\$ _____