

Grant Application Form PRRCF

Organization (legal name) _____

Organization operating name (if an above) _____

Address _____

Phone No (_____-_____-_____) Fax No. (_____-_____-_____) _____

Contact Person _____ Phone No (_____-_____-_____) _____

Registered Charity No. _____

Society No _____

Project Title _____

Project Description _____

Plan of Action _____

Amount Requested \$ _____

Total Project Budget Attached

Financial Statement for last complete year Attached Operating

Operating Budget for current year Attached

Appendices

1. The suggested Grant Application Form may be used by community Organizations applying for PRRCF for a grant.
2. The Project Report is to be completed by each of the organization that received a grant form the Prince Rupert Regional Community Foundation these, together with a grants expenses report, must be submitted to Prince Rupert Regional Community Foundation by March 31, 2018.

Mandate and activities of application organization _____

Goals and objectives of Project _____

Descriptions of community involvement and collaboration with other agencies _____

(1) Board of Directors Chairperson/President

Name _____ Title _____

Tel... No. _____ Fax No. _____

(2) Staff Name _____ Title _____

Tel... No. _____ Fax No. _____

Authorized Signature: _____

Title _____ Date _____

Project Budget Summary

Expenditures

Items	Description	Cost	Amt. From Foundation
Salaries/benefits			
Professional fees, honoraria			
Rent/utilities/telephone			
Equipment/supplies/postage			
Printing/photocopying			
Travel			
Publicity/promotion			
Products coast			
Distribution			
Capital (Specify			
Other			

TOTAL

Revenue

Sources of Revenue	Assured	Potential	Total	Contact/Tel.
Foundation				
Organization's contribution				
Cash				
In - kind gifts				
Volunteer				
Other: (specify)				

TOTAL

Name of organization receiving grants _____

Address: _____

Contact Name _____ Tel...No. (_____) _____

Amount of Grant: \$ _____

Total project expenses: \$ _____

Name of other participating groups: _____

Description of the projects and achievements: _____

How did the project build on the strengths of the community? _____

If you were, undertake the same project again, what would you do differently? _____

REVENUES

Community Foundation Grant	\$ _____
Other Grants	\$ _____
Organization's Cash	\$ _____
In - kind gifts	\$ _____
Donations	\$ _____
Cash earned by project (e.g., ticket sales)	\$ _____

EXPENSES

Salaries	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____