



## 2021 GRANT APPLICATION

### Grant Applicant Information

*Please read the Granting Guidelines before applying.*

**Revenue Canada Charitable Registration Number:**

**Legal name of Registered Charitable Organization:**

**Contact Name, title:**

**Mailing Address:**

**City/town:**

**Postal Code:**

**Tel: (    )**

**Fax: (    )**

**Email:**

**Organization carrying out project (if different from above):**

**Project Contact Name, title:**

**Mailing Address:**

**City/town:**

**Postal Code:**

**Tel: (    )**

**Fax: (    )**

**Email:**

## SUMMARY PAGE

- Project title:
- Project description:
- Project objectives:
- Amount requested from the Osprey Community Foundation \$ \_\_\_\_\_
- Is the proposed project part of a larger initiative? ( ) Yes ( ) No
- Previous requests for funds from Osprey, including years and amounts awarded

### SECTION A: OUTLINE OF PROPOSED PROJECT

Please be as brief and concise as possible.

1. Project duration, from: \_\_\_\_\_ to: \_\_\_\_\_

#### 2. Purpose

a) What need(s) will the project address?

b) How were needs identified?

c) How will project objectives help address these identified needs?

#### 3 Benefit

a) Who will benefit from this project, directly and indirectly?

b) How will they benefit? (Benefits can be to a large number of people in the community, to those most in need, and/or to the organization itself.)

#### 3. Collaboration

a) Are you working with other partner to carry out this project? Please explain.

4. **Evaluation**

a) What are your criteria for success for the project, and how will you know you have met them?

5. **Plan of Action and Project Activities**

a) Describe who will do what, and specifically how the Osprey grant will be used.

b) Is this grant for an ongoing program? If so, how to plan to sustain it?

c) Will your project continue if you are awarded a smaller grant?

**SECTION B – PROJECT BUDGET**

**Requested Osprey grant amount** \$0.00

<b>**Note:</b>			
Please provide the full budget for the proposed project and highlight what you are asking the Osprey Foundation to fund.			
<b>Project Expenses</b>			
<i>Please fill in the fields below listing your project's main expense items.</i>	Total Cost of Project Expense Item	Proposed Amount from Osprey	Description/Notes
Expense Item Name A ie Salaries	\$0.00	\$0.00	
Expense Item Name B ie Publicity Promotion	\$0.00	\$0.00	
Expense Item Name C ie Office Supplies/Postage	\$0.00	\$0.00	
Expense Item Name D ie Travel	\$0.00	\$0.00	
Expense Item Name E ie Evaluation	\$0.00	\$0.00	
Expense Item Name F ie Rentals	\$0.00	\$0.00	
Expense Item Name G ie Printing/Photocopies	\$0.00	\$0.00	
Expense Item Name H ie Other (specify)	\$0.00	\$0.00	
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Other sources of anticipated income			
<i>Please fill in the fields below listing all sources of income for this project other than the proposed amount from Osprey (ie. other grants, cash, in-kind contributions, volunteer support, ticket sales) Value volunteer time @ \$15/hour</i>			
Source	\$Assured	\$Potential	Contact Name and Telephone
Source A: Add name	\$0.00	\$0.00	
Source B: Add name	\$0.00	\$0.00	
Source C: Add name	\$0.00	\$0.00	
Source D: Add name	\$0.00	\$0.00	
<i>Total Other Contributions</i>	\$0.00	\$0.00	
<b>Total Income from Assured and Potential sources</b>	<b>\$0.00</b>		
<b>Net Income = Requested Osprey Grant Amount + Other Sources of Anticipated Income Less Total Expenses. MUST EQUAL ZERO.</b>	<b>\$0.00</b>		

**\*\*Eligible projects must have a net income of \$0.00. In other words, your project's 'total income' must equal your expected 'total expenses'.**

## SECTION C – RECOGNITION

How will you recognize the support provided by Osprey Community Foundation (check all that apply)

- Use Osprey logo on your web site, publications, signage or advertising
- Include an article about the grant in a newsletter
- Prepare a media release about the grant
- Borrow a banner from Osprey for an event you are hosting
- Social Media post
- Other

## SECTION D – CONSENT

By submitting this completed and signed document you hereby authorize Osprey Community Foundation to collect, use, and disclose your personal information as follows for use and publication:

Type of Personal Info:

\*Photo(s) \*Bio info provided \*Other

Purpose, Use, and Type of Disclosure/Publication:

\*Newsletter(s) \*Annual Report \*Osprey Website(s) \*Media Release(s) (Newspaper, Radio, Web) \*Osprey Social Media  
\*Osprey Community Presentations \*Other

Purpose(s) & Use(s):

\*Provide info to Staff, Board, and Committee Members \*Promote Osprey \*Other

If consent is withdrawn, applicant(s) acknowledge that existing publications will not be withdrawn.

I authorize that Osprey Community Foundation may share this application with its donor-advised fund holders for potential funding.

I do **not** authorize that Osprey Community Foundation may share this application with its donor-advised fund holders for potential funding.

## SECTION E - SIGNATURES

Applications signed with a digital signature are acceptable. Alternatively, you can electronically submit your completed application without a signature, and in the event your application is successful, we will obtain a signature at that time.

Initiator/Preparer of Application, title:

Signature:

Date:

Applicant Chairperson/Board Member, title:

Signature:

Date: