**CPC Halifax Citadel Annual Grant Program**

Applications grants from CPC Halifax Citadel will be judged on the basis of merit, impact, intended outcomes and perceived need. Funding priorities include:

* Registered Charitable Organizations.
* Organizations whose mandate includes supporting women & children.
* Funding requests that do not include administration or staffing costs.

Funding will only be given to applicants that identify a specific project or item that the funding will be used for.

**Successful applicants will be expected to assist in the promotion of the fundraising events that CPC Halifax Citadel will be running on behalf of all recipients of our Charitable Grant Program from July 2019 to April 30, 2020.**

**Please note that individual grants awarded will generally not exceed $5,000 on an annual basis.**

*Application:*

* Organizations may submit one application for funding per grant cycle.
* Applications will be reviewed against established guidelines and by a committee of at least three CPC Halifax Citadel members.
* All applications must include **only** the requested information.
* Forward a PDF signed copy of the application to the email address above. PDF file should include cover letter, application, and all attachments (only one PDF file should be sent per application).

Include with this application:

* Cover letter.
* Notice to Reader, Review or Audited Financial Statements for most recent fiscal year.
* List of Board of directors.

*\*Note that if any of the above information is not provided, the application will not be considered for a grant.*

***D****eadline:*

* Deadline for applications is May 3rd, 2019.

**Grant Application**

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| Charitable Organization and number:       |
| Contact Name:       | Phone Number and Email address:       |
| **Indicate in 300 words or less, a summary of the funds needed and for what purpose:** |
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| **Amount of CPC Halifax Citadel funding requested:**  |

Signature of Applicant Signature of board chair or executive director (if not the same as applicant)

## DETAILS OF FUNDING

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| ***Tell us what your organization stands for in 50 words or less*** |
|      *\*This material will be used in promoting your organization during our fundraising grant program.* |
| **Goals of *project/item(s)*and how each goal will be addressed and success measured** |
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| **Please describe who this project benefits (your target audience) and how they benefit** |
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| **If you do not receive all of the funding requested, how will this impact the success of the project/item(s)? How would you subsidize the difference?** |
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**Financial**

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| **Please provide a detailed budget for your project** |

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| --- | --- | --- |
| Expense detail | Total expense | Source of funding |
| Staffing |  |  |
| Equipment |  |  |
| Office expenses |  |  |
| Other: (specify) |  |  |
| Total funding  |  |  |

|  |  |
| --- | --- |
| Cost/$ Ratio of your Organization (e.g. total fundraising expenses/total fundraising revenues)\*\**Please indicate the figures used to determine your result. Neglecting to do so could result in disqualification* |  |

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| **Please describe how your organization will provide recognition to CPC Halifax Citadel for the funds received. Examples may include placing our logo on your website, a link to our website from your website, mention of the grant on social media by your organization, and helping us promote our fundraising events.** |
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| **Describe your action plan on how your organization will provide on-going support of CPC Halifax Citadel funding efforts during the grant program year (e.g. promoting ticket sales on your social media sites, volunteering at the event, etc.)** |
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\*This action plan will be monitored by our Charitable Selection Committee and follow through of this action plan will be taken into account when monies are being distributed.