



Canadian Progress Club Halifax Citadel

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.

This year there will be two levels your organization can apply for. Your organization will be eligible to apply for both!

Partner level: Projects submitted are in the \$6,000 - \$15,000 range. This level will be the partner charity we will be fundraising for at Girls Night Out or the Golf Tournament. We will advertise our partnership and the ask is that you support our event through sharing on social media, attending, etc.

Associate Partner level: Projects submitted are less than \$5000. We will select 4 charities in this category and will be fundraising for 2 charities at Girls Night Out and 2 charities at the Golf Tournament. Your support is appreciated for our fundraising events.

Application:

- ✓ Organizations may submit one application for both the Partner level and Associate Partner level 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.*

Deadline:

- ✓ Deadline for applications is June 2, 2023.



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Please describe who this project benefits (your target audience) and how they benefit

Goals of *project/item(s)* and how each goal will be addressed, and success measured



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DETAILS OF FUNDING

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.*

FINANCIAL

Please provide a detailed budget for your project

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



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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*

CPC HALIFAX CITADEL SUPPORT

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.)

*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.