



**THE PAS TRI-COMMUNITY FOUNDATION GRANT APPLICATION  
(Community Unrestricted Fund)**

Box 3773 - The Pas - Manitoba - R9A 1S4 - tptcf.ca

**FOR OFFICE USE**

DATE \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_

AMOUNT APPROVED \_\_\_\_\_

*Please review grant guidelines (page 5-7) prior to filling out application.*

**Name of Organization:**

**Charitable Registration Number (if applicable):**

**Contact Person:**  **Title:**

**Full Mailing Address:**

**Email:**  **Telephone:**

**President:**

**Executive Director:**

**Previous Grants:** *Please list previous grants from The Pas Tri-Community Foundation in the last 5 years.*

**Project Title:**  **Year:**  **Amount:**

**Project Title:**  **Year:**  **Amount:**



**ABOUT YOUR PROJECT**

**NEW Project Title:**

**Brief Description of NEW Project:**

**Total Project Costs: \$**  **Amount Requested: \$**

**Project Duration:** **From**  **to**

**Date Funds are required:**

**PURPOSE:** What is the purpose of this project?

**WHO:** Who will be served by this project? How many will be served? What geographic area is served?

**SOURCES OF FUNDING** Please identify sources of funding for this project:

- |    |                      |    |                      |                                  |                                    |
|----|----------------------|----|----------------------|----------------------------------|------------------------------------|
| 1. | <input type="text"/> | \$ | <input type="text"/> | <input type="checkbox"/> Pending | <input type="checkbox"/> Confirmed |
| 2. | <input type="text"/> | \$ | <input type="text"/> | <input type="checkbox"/> Pending | <input type="checkbox"/> Confirmed |
| 3. | <input type="text"/> | \$ | <input type="text"/> | <input type="checkbox"/> Pending | <input type="checkbox"/> Confirmed |
| 4. | <input type="text"/> | \$ | <input type="text"/> | <input type="checkbox"/> Pending | <input type="checkbox"/> Confirmed |



**FUTURE FUNDS:** If this project will require future or ongoing funding, how will that be done?

**EVALUATION:** How will this project be evaluated (*including time-frame and final report*)?

**OTHER:** Is there anything else you would like us to know about this project? Use this space or add maximum 2 pages to application. I have added an attachment to this application.

**PARTIAL FUNDING:** Would your organization be able to continue the initiative if you were to receive only partial funding in support of your request? **Yes**  **No**  If 'no', please explain below.

**RECOGNITION:** How do you propose to recognize a grant from The Pas Tri-Community Foundation?



## **ABOUT YOUR ORGANIZATION**

### **ORGANIZATION:**

a) When did it begin operation?

b) What is the purpose of your organization and whom does it serve?

### **VOLUNTEERS:**

(a) Do volunteers who are not Board Members, work for your organization?

(b) If the answer is yes, how many are involved?

(c) What do they do?

### **STAFF:**

a) Number of full-time positions:

b) Number of part-time positions:

**ATTACHMENTS** (Click on box to indicate items are attached. If not attached provide explanation.)

**List of Officers of the Governing Board and All Directors**

**Income and Expense Budget:**

**Last Fiscal Year**

**Current Fiscal year**

**Detailed project budget indicating anticipated income and official quotes**

**We certify that the Board of Directors has authorized this application.**

President: \_\_\_\_\_

Date:

Executive Director: \_\_\_\_\_

Date:

If you have any questions please contact The Pas Tri-Community Foundation:

Phone: 204.623.0788 or E-mail: [grants@tptcf.ca](mailto:grants@tptcf.ca)

[www.tptcf.ca](http://www.tptcf.ca)



## **APPLICATION GUIDELINES**

### ***The Pas Tri-Community Foundation (Unrestricted Community Fund)***

The Community Unrestricted Fund Grant supports a wide range of projects that strengthen and enhance the quality of life for people in The Pas, RM of Kelsey, and Opaskwayak Cree Nation.

This fund allows the The Pas Tri-Community Foundation to respond to the community's most pressing needs—both today and in the future. We welcome applications from registered charities and qualified donees with objectives:

- To support family well-being;
- To promote the development of children, youth and senior's programs;
- To assist and promote the arts, culture and heritage activities;
- To advance education;
- To support and advance the provision of medical services;
- To support the enhancement of the environment;
- To support social programs;
- To support and advance other community activities or facilities of a charitable nature.

In stating these objectives, the primary focus should be upon those members of our society who suffer genuine disadvantage.

In order to accomplish these objectives effectively and efficiently, The Pas Tri-Community Foundation has developed a thorough review process for grant applications. The granting guidelines are listed here for you to review prior to completing an application form (see page 6).



## GRANTING GUIDELINES

1. Project must benefit primarily the people of The Pas, Opaskwayak Cree Nation, and the Rural Municipality of Kelsey (including communities such as Rocky Lake, Wanless, and Cranberry Portage).
2. Grants are made to qualified donees (registered charities, registered amateur athletic associations, municipalities) and non-qualified donees (community groups, associations, or not-for-profit organizations without charitable registration status that contribute to charitable activities and community well-being).
3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. Types of Grants. The Pas Tri-Community Foundation grants are provided for a wide range of projects. Preference is given to projects that:
  - Encourage efficient use of community resources
  - Test or demonstrate new approaches to community challenges
  - Address root causes rather than symptoms of issues
  - Are developed in collaboration with other agencies or partners
  - Promote volunteerism and citizen involvement
  - Demonstrate community support
  - Meet the criteria of the specific funding source
  - Capital projects may be considered if a clear community need is demonstrated
  - Pilot or demonstration projects must include:
    - An evaluation plan, and
    - A realistic plan for long-term sustainability
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increases response from other sources.
7. Projects proposals **not eligible** for funding are those that:
  - a) Support operating expenses of established organizations or programs;
  - b) Go towards operating or capital deficits;
  - c) Go towards annual fund drives for sustaining support;
  - d) Establish or add to endowment funds;
  - e) Fund specific medical or scientific research projects;
  - f) Support religious organizations for direct religious activities;
  - g) Promote political activities or support advocacy initiatives;
  - h) Provide general conference support;
  - i) On-going school projects or programs (*classroom or educational costs that are part of the standard educational system. Examples of such costs might include books, desks, audio visual or computer equipment, etc.*)

8. All applicants must complete a grant application form. If you need more room to complete any section of the application, please attach additional pages. A meeting with The Pas Tri-Community Foundation directors or granting committee may be required.

*Applicants receiving a grant must complete The Pas Tri-Community Foundation's (TPTCF) Requirements to Receiving a Grant.*

### **REQUIREMENTS TO RECEIVING A GRANT**

- After receiving a confirmation letter from TPTCF you will know the total amount you will receive in grant funding.
- Every organization that receives funding from TPTCF **must** make a public acknowledgement of the grant and forward a copy of the announcement to TPTCF.
- All successful applicants must provide a brief final report (a requirement of the CRA), which includes:
- a digital photo & email it to [grants@tptcf.ca](mailto:grants@tptcf.ca)
  - a brief description of the activities
  - impact in the community
  - notable successes or lessons learned; and
  - plans for follow-up activities (if any).