COMMUNITY UNRESTRICTED FUND

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**	

Review the guidelines on pages 5-7 before completing this application.

Maximum grant: up to $3,000 per approved application

APPLICANT INFORMATION

Organization legal name

Charitable registration number (if applicable)

Contact person

Title

Full mailing address

Email

Telephone

President

Executive director

Applicant type

- Qualified donee
- Non-qualified donee
- Business (charitable project)

Individual applicants must apply through an eligible sponsoring organization.

Sponsoring organization (if individual applicant)

Previous grants: TPTCF grants received in the past five years

Project title	Year	Amount

Project title	Year	Amount

ABOUT YOUR PROJECT

PROJECT SUMMARY

Project title

Brief description of the project

Total project cost

Amount requested (maximum $3,000)

Project dates: From

To

Date funds are required

PURPOSE: What community need will the project address, and what is its charitable purpose?

WHO: Who will benefit? How many people will be served, and what geographic area will be reached?

PROJECT PLAN AND OUTCOMES: What activities will take place and what results do you expect?

SOURCES OF FUNDING: Include known or expected sources and mark status as confirmed or pending.

Source	Amount	Status	
		Pending	Confirmed
		Pending	Confirmed
		Pending	Confirmed
		Pending	Confirmed

PROJECT DETAILS

FUTURE FUNDS: If the project will need future or ongoing funding, how will it be sustained?

EVALUATION: How and when will the project be evaluated? How will the results be reported?

PARTIAL FUNDING: Could the project continue with less than the amount requested?

- Yes
- No

If no, please explain

RECOGNITION: How do you propose to publicly acknowledge a grant from TPTCF?

OTHER: Is there anything else you would like us to know? Attach up to two pages if needed.

Projects must have a definite purpose and specific period. Additional information may be requested if needed to assess eligibility, feasibility, financial reasonableness or risk.

ABOUT YOUR ORGANIZATION

ORGANIZATION

When did the organization begin operating?

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

Do volunteers who are not Board members work for your organization?

☐ Yes ☐ No

If yes, how many volunteers are involved and what do they do?

Number of full-time positions

Number of part-time positions

ATTACHMENTS

Check each item included. If an item is not attached, explain why in the space below.

- ☐ List of officers of the governing Board and all directors.
- ☐ Additional financial or supporting documents if requested by TPTCF.
- ☐ Current organizational budget, where applicable.
- ☐ Detailed project budget showing anticipated income and expenses.
- ☐ Most recent organizational financial statements.
- ☐ Other known or expected funding identified, including confirmed and pending sources.
- ☐ Quotes or supporting documents, where appropriate or requested by TPTCF.

Explain any missing or inapplicable attachment

Financial review is proportionate to the $3,000 maximum. Extensive proof of other fundraising is not automatically required simply because total project costs exceed $5,000; TPTCF may request more information when circumstances or risk warrant it.

BOARD CERTIFICATION

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

President signature | **Date** | **Executive director signature** | **Date**

APPLICATION GUIDELINES

Community Unrestricted Fund

The Community Unrestricted Fund supports eligible projects that advance TPTCF's charitable purposes and improve quality of life for people in The Pas, Opaskwayak Cree Nation, and the Rural Municipality of Kelsey, including Rocky Lake, Wanless, and Cranberry Portage.

The fund supports projects that address community needs, with attention to people experiencing genuine disadvantage. Eligible charitable purposes may include:

- Family well-being.
- Programs for children, youth, and seniors.
- Arts, culture, and heritage.
- Education.
- Medical services.
- Environmental enhancement.
- Social programs.
- Other charitable community activities or facilities.

WHO MAY APPLY

Applicants may include qualified donees and eligible non-qualified donees, including registered charities, municipalities, community groups, associations, and not-for-profit organizations, where the proposed project advances TPTCF's charitable purposes and meets fund requirements.

Businesses may be considered where the project serves a charitable purpose and provides clear community benefit. Individuals are not funded personally and must apply through an eligible sponsoring organization.

Faith-based organizations may apply when the proposed project is open to the whole community. Direct religious activities are not eligible.

PROJECT REQUIREMENTS

- The project must primarily benefit people in The Pas, Opaskwayak Cree Nation, or the RM of Kelsey, unless the fund agreement provides otherwise.
- The project must further TPTCF's charitable purposes and have a definite purpose and specific period.
- Applicants must show reasonable capacity to carry out the project.
- Applicants must identify known or expected funding and disclose actual, potential, or perceived conflicts of interest.

GRANTING GUIDELINES

The maximum grant from the Community Unrestricted Fund is up to $3,000 per approved application. Funding depends on eligibility, available funds, and Board approval. A complete application does not guarantee funding.

TPTCF gives preference to projects that:

- Use community resources efficiently.
- Test or demonstrate new approaches to community challenges.
- Address root causes of issues.
- Are developed in collaboration with other agencies or partners.
- Promote volunteerism and community involvement.
- Demonstrate community support and make good use of other resources.
- Meet the purpose of the fund.
- Show a clear community need for capital projects.

FINANCIAL DOCUMENTS AND REVIEW

Submit a project budget, the organization's most recent financial statements, the current organizational budget where applicable, and information about other funding sources, including confirmed and pending sources where known.

Financial review is proportionate to the maximum grant of $3,000. Extensive proof of other fundraising is not automatically required simply because total project costs exceed $5,000. TPTCF may request additional information when circumstances or risk warrant it.

INELIGIBLE: DO NOT REQUEST FUNDING FOR THESE PURPOSES

- Operating expenses of established organizations or programs, or operating or capital deficits.
- Annual fundraising drives for ongoing support, or establishing or adding to endowment funds.
- Specific medical or scientific research projects.
- Direct religious activities or faith-based projects not open to the whole community.
- Political activities or advocacy initiatives.
- General conference support.
- Ongoing school projects or standard classroom costs such as books, desks, audio-visual equipment, or computers.

APPLICATION AND GRANT REQUIREMENTS

APPLICATION REVIEW

All applicants must complete the application and provide enough information for TPTCF to assess eligibility, community benefit, feasibility, and financial reasonableness. TPTCF may return incomplete applications for more information. A meeting with Foundation directors or the granting committee may be required.

Applications are reviewed for completeness, applicant and project eligibility, geographic benefit, charitable purpose, feasibility, budget, funding sources, organizational capacity, risk, available funds, and other relevant considerations. The Board retains final approval authority unless formally delegated.

IF YOUR APPLICATION IS APPROVED

- The approval letter or grant agreement will confirm the amount, approved purpose, conditions, payment schedule, and reporting deadline.
- Grant funds must be used only for the approved charitable project. A written agreement and additional accountability steps may be required depending on recipient status, grant size, and risk.
- Get TPTCF approval before material changes to the approved project, budget, timing, recipient, or purpose.
- Disclose unspent funds. Unused funds must be handled as directed by TPTCF and the grant agreement.

ACKNOWLEDGEMENT AND FINAL REPORT

Every funded organization must publicly acknowledge the grant and send TPTCF a copy of the announcement. Submit a final report by the deadline in the approval letter or grant agreement. The report should include:

- A summary of activities completed; results and community impact.
- Actual project spending compared with the approved budget, including significant variances.
- Confirmation that grant funds were used for the approved purpose and disclosure of unspent funds.
- Successes or lessons learned, and follow-up plans if any.
- A digital photo emailed to grants@tptcf.ca. TPTCF may request supporting documentation.