MOFFAT FAMILY FUND APPLICATION

No predetermined maximum grant amount. Requests must fit the Moffat Family Fund agreement, TPTCF's charitable purposes, available funds, and Board approval.

APPLICANT INFORMATION

Organization legal name

Charitable registration number (if applicable)

Contact person

Title

Mailing address

Email

Telephone

President

Executive director

Applicant type

◯ Qualified donee ◯ Non-qualified donee ◯ Business

Individual applicants must apply through an eligible sponsoring organization.

Sponsoring organization (if individual applicant)

List TPTCF grants received in the last five years (project / year / amount)

PROJECT INFORMATION

Describe how the project meets the Moffat Family Fund agreement. An application that does not meet the fund purpose cannot be recommended for Moffat funding.

Project title

Brief project description

Total project cost

Amount requested

Project dates: from / to

Date funds are required

Moffat fund purpose: Which requirement in the fund agreement does the project meet?

Need and charitable purpose: What need will the project address, and how does it further TPTCF's charitable purposes?

Community benefit: Who will benefit, how many people, and where?

Plan and outcomes: What activities, timeline, and measurable results are proposed?

Future funding and sustainability: How will future or ongoing costs be met?

Evaluation and reporting: How and when will you evaluate and report results?

BUDGET AND ORGANIZATION

Other funding sources: identify each source, amount, and whether it is confirmed or pending.

Source	Amount	Status	
		◯ Pending	◯ Confirmed
		◯ Pending	◯ Confirmed
		◯ Pending	◯ Confirmed
		◯ Pending	◯ Confirmed

Partial funding: Could the project proceed with less than the amount requested? Explain if no.

◯ Yes ◯ No

Other information, partnerships, or recognition plan

DETAILED PROJECT BUDGET

Attach a detailed project budget. Identify income and expenses, confirm pending or confirmed funding, and include quotes or supporting documents where appropriate or requested.

Expense or income source	Amount	Confirmed / pending

Total project income

Total project expenses

When did the organization begin operating?

Full-time positions

Part-time positions

FINANCIAL DOCUMENTS AND GUIDELINES

- [ ] Project budget.
- [ ] Most recent organizational financial statements.
- [ ] Current organizational budget.
- [ ] Other funding sources identified, including confirmed and pending sources.

ADDITIONAL FINANCIAL REVIEW BY REQUEST SIZE

$10,000 or less	Standard review. Extensive proof of other fundraising is not automatically required.
Over $10,000	Enhanced due diligence is required. Normally include a detailed funding plan, proof of fundraising or funding efforts, confirmed and pending sources, relevant quotes or supporting documents, and additional financial information requested by TPTCF.
$25,000 or more	TPTCF may apply further review at its discretion, such as professional financial statements, cash-flow information, detailed quotes, confirmation of other funding, added Board review, staged payments, interim reports, or a site visit.

The $10,000 threshold is an internal TPTCF due-diligence threshold, separate from CRA reporting thresholds.

ELIGIBILITY AND INELIGIBLE PURPOSES

- 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.
- The project must advance TPTCF's charitable purposes and fit the Moffat Family Fund agreement. It must primarily benefit the communities served by TPTCF, unless the fund agreement provides otherwise.
- Businesses may be considered for charitable projects with 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.
- Do not request funds for established operating expenses or deficits; annual sustaining drives or endowments; medical or scientific research; political or advocacy activities; general conferences; or ongoing standard school/classroom costs.

Board authorization

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

President signature	Date	Executive director signature	Date

If approved, use funds only for the approved purpose and report by the deadline in your agreement or approval letter. Disclose unspent funds. TPTCF may request additional reports or records.

APPLICATION GUIDELINES

ABOUT THE MOFFAT FAMILY FUND

The Moffat Family Fund supports projects that make a meaningful and lasting difference for children and families. Funding should advance the economic, social, physical, and intellectual well-being of children and families and contribute to a caring, healthy, inclusive, and sustainable community.

FUND PURPOSE

- Support and advance the economic, social, physical, and intellectual well-being of children and families.
- Promote family well-being and the healthy development of children and youth.
- Enhance quality of life and create meaningful, lasting community impact.
- Help people access opportunities that support their ability to thrive.
- Encourage community engagement, collaboration, and volunteer involvement.

WHO MAY APPLY

- Qualified donees and eligible non-qualified donees, including registered charities, municipalities, community groups, associations, and not-for-profit organizations.
- Businesses may be considered where the proposed project serves a charitable purpose and provides clear community benefit.
- Individuals are not funded in their personal capacity 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 fit the Moffat Family Fund agreement and further TPTCF's charitable purposes.
- The project must primarily benefit The Pas, Opaskwayak Cree Nation, or the RM of Kelsey, unless the fund agreement provides otherwise.
- The project must have a definite purpose and a specific period of time.
- Applicants must demonstrate reasonable capacity to carry out the project.
- Known or expected funding sources must be identified, including confirmed and pending sources where known.
- Actual, potential, or perceived conflicts of interest must be disclosed.

GRANTING GUIDELINES

WHAT TPTCF LOOKS FOR

- A clear community need and a strong fit with the Moffat Family Fund purpose.
- Efficient use of community resources and a reasonable, complete project budget.
- Collaboration with other agencies or partners where appropriate.
- Community support, volunteer involvement, or other evidence of local engagement.
- Approaches that address root causes or demonstrate new ways of responding to community challenges.
- For capital projects, a clear community need.
- For pilot or demonstration projects, an evaluation plan and a realistic plan for long-term sustainability.

APPLICATION REVIEW

Applications are reviewed for completeness, applicant and project eligibility, geographic benefit, fit with the Moffat Family Fund purpose, 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 approved amount, purpose, conditions, payment schedule, and reporting deadline.
- Grant funds must be used only for the approved charitable project. Additional accountability steps may apply based on recipient status, grant size, and risk.
- TPTCF approval is required before material changes to the approved project, budget, timing, recipient, or purpose.
- Unspent funds must be disclosed and handled as directed by TPTCF and the grant agreement.

ACKNOWLEDGEMENT AND FINAL REPORTING

Every funded organization must publicly acknowledge the grant and send TPTCF a copy of the announcement. A final report must be submitted by the deadline in the approval letter or grant agreement.

- Summary of activities completed and the results or 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.
- Notable successes or lessons learned and any follow-up plans.
- A digital photo emailed to grants@tptcf.ca. TPTCF may request supporting documentation.