

**INTERLAKE COMMUNITY FOUNDATION INC.**  
**“Building for Tomorrow - Today!”**

**COMMUNITIES FUND**  
**INFORMATION FOR GRANT APPLICANT**

**POLICY**

- Gifts and donations to The Interlake Community Foundation are invested in perpetuity providing a means to build a permanent legacy for the communities it serves. These donations are usually designated for a specific community or area of interest which, in turn, makes for different levels of funding available for distribution in the various areas.
- Through its grants program, The Interlake Community Foundation supports charitable projects in the areas of community services, culture, education, heritage and the environment, health, recreation, youth and seniors programs.
- **Grants are made only to organizations which are registered as charities with Canada Revenue Agency.**
- All applications are considered on merit and in light of funds available for distribution for that particular community or area of interest.
- Projects and services may not be located on privately owned property.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
- The receipt of grant applications is not formally acknowledged and applications are dealt with in the order they are received. Applicants should allow at least 2 to 3 months for completion of the review process.
- Any proposed alterations to an approved project must be presented in writing to the Interlake Community Foundation Board for approval.
- The Foundation reserves the right to publish photos and names of individuals and organizations in its annual reports, promotional displays, and website.
- **Successful applicants are required to provide a written report, copies of receipts, and photos before receipt of the grant funds. Failure to comply will be taken into account with any future requests for funds.**
- Funds are for:
  - capital projects;
  - materials for specific or one-time projects;
  - materials for specific programs.**We do not fund labour costs.**

**GUIDELINES**

- The Interlake Community Foundation encompasses the areas of the R.M. of Rockwood, R.M. of Rosser, R.M. of Woodlands, Town of Stonewall, and Town of Teulon.
- Grants are awarded on an annual basis in the spring of each year.
- Organizations seeking funds must demonstrate a strong and committed volunteer Board of Directors, fiscal responsibility, and effective management of resources.
- Grants are awarded for definite or specific purposes and for projects covering a specific period of time. They are generally for less than \$5000.
- Preference is given to programs which promote volunteer participation, and which do not duplicate services provided by other organizations.
  
- The following are **not** eligible for grants:
  - individuals
  - annual fund drives
  - to establish or add to endowment funds
  - to pay down mortgages or reduce deficits
  - governments
  - projects already completed
  - direct political or religious activities
  - general conference support

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY FEBRUARY 28, 2012**

## Guidelines for Application Sponsorship

In exceptional cases, The Interlake Community Foundation does accept applications from organizations that are not yet registered as charities with the Canada Revenue Agency. Such applications must be officially sponsored by another organization that does have charitable status.

These are the conditions for such an application to be considered:

- There must be a direct affiliation with the sponsoring charitable organization.
- **A letter from the sponsoring organization's President must be submitted indicating:**
  - the nature of the affiliation or relationship with the organization undertaking the project;
  - the sponsoring organization's willingness to undertake financial and legal responsibility for the project;
  - its mailing address, telephone and fax number;
  - its charitable registration number;
  - its organizational mandate.
- **The sponsoring organization must attach:**
  - its Board of Directors' names, addresses and telephone numbers;
  - its financial statement for the last complete fiscal year.

The above should be submitted to The Interlake Community Foundation with the application form.

Interlake Community Foundation  
Box 1575  
Stonewall, MB R0C 2Z0  
Phone Messages: 467-5634  
E-mail: [info@interlakefoundation.ca](mailto:info@interlakefoundation.ca)  
[www.interlakefoundation.ca](http://www.interlakefoundation.ca)

**INTERLAKE COMMUNITY FOUNDATION INC.  
GRANT APPLICATION FORM 2012**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Revenue Canada Charitable Registration No.: \_\_\_\_\_ RR \_\_\_\_\_

**(Attach current copy of Canada Revenue Agency Notice of Confirmation)**

Date of Application: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Will your project proceed if you receive partial funding? Yes/No

**Please attach to this application all of the following:**

- Brief description of the mission, goals, objectives of the organization, services provided, target population, geographic area served, and funding sources.
- List of Board of Directors.
- Most recent board approved or audited financial statements.
- Current operating budget.
- Cite evidence of the need for the project stating its significance to the community.
- Copies of estimates/quotations for capital purchases. Labour and material costs must be detailed, if applicable. Please remember we do not fund labour.
- Copy of the most recent Registered Charities Information Return Summary from CRA
- Description of how this grant will be recognized (i.e. newsletter, annual report, media release, other)

**This application must be signed by two members of the executive of the Board of Directors of your organization. Please note failure to provide any of the require information in triplicate may result in your grant being denied.**

We certify that this application has been reviewed and authorized by the Board of Directors of the organization listed above:

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Return completed application form and attachments **in triplicate** to:

Interlake Community Foundation Box 1575 Stonewall, MB R0C 2Z0