

The Mission of The Catholic Community Foundation of Waterloo Region is to assist our Community in providing financial support, within Waterloo Region, for worthwhile programs and projects, primarily those of a Catholic educational nature.

THE CATHOLIC COMMUNITY FOUNDATION OF WATERLOO REGION

270 Edwin Street, Kitchener, Ontario, N2H 4P4
(St. Teresa Elementary School)
ccfadmin@bellnet.ca
(519) 747-5661

Mailing Address: P.O. Box 95, Kitchener, Ontario N2G 3W9

GRANT APPLICATION FORM

Grant Submission Due Dates are: **March 31st and October 15th**

Please complete **ALL** sections of this form. Brevity is appreciated, but additional information may be requested. Grant requests may be submitted by email (ccfadmin@bellnet.ca). In addition, please remit one signed, original, hard copy including attachments to the office by the deadline.

Grant requests may also be submitted by mail or in person at our office by the deadline.

Churches and Community Organizations, please include a copy of your latest financial statements or your most recent audited statements with your request.

Application Date	
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APPLICANT ORGANIZATION INFORMATION

Name of Organization:	
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Charitable Registration Number:	
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Address:	
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Postal Code:	
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Telephone number:	
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Email:	
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Project Title:	
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Contact Name:	
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APPLICANT ELIGIBILITY

In order to determine the "**eligibility**" for a grant out of the proceeds of the Catholic Charities Lottery (per the Alcohol and Gaming Commission of Ontario), your organization's request must fall under at least one of the four charitable classifications set out below. Please check all applicable:

a) the relief of poverty; b) the advancement of education;

c) the advancement of religion; d) other charitable purposes beneficial to the community, not falling under a, b or c.

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Briefly describe the goals and objectives of the proposal and explain how your project fits with the Foundation's Mission and Guidelines. Please include any back up to your request. (ie. Budget, quotes etc.)

Please check here if you have attached additional information.

Describe how you will recognize The Catholic Community Foundation's contribution to your School / Church / Community Organization? (ie. Post on Social Media / Inclusion in Newsletter)

Check here if you would welcome an opportunity for a cheque presentation for posting on our website and on social media.

**Please provide a breakdown of the funding requested:
(Please do not include HST)**

Description:	Amount
	\$ _____.
	\$ _____.
	\$ _____.
	\$ _____.
	\$ _____.
Total amount of funding being requested?	\$ _____.

<p>Have you requested funds for the project / program from any other source?</p> <p>Organization / Foundation Name(s)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>When would funds be required from The Catholic Community Foundation of Waterloo Region?</p>	<p>_____</p> <p>dd / mm / yyyy</p>

Certification (please supply two signatures):

We have been authorized to make this application on behalf of our organization.

<p>One of: Executive Director, CEO, School Principal, Pastor</p>	
Title:	
<p>One of: Program Director, School Teacher, Board Chair</p>	
Title:	

<p>Office Use Only:</p>	<p>Approved on: _____</p> <p style="text-align: center;">dd / mm / yyyy</p> <p>Amount Approved: \$ _____</p> <p>Not Approved: <input type="checkbox"/></p>
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Grant Application Guidelines

There are two (2) grant submission due dates each calendar year. In the Fall it is October 15 and in the Spring it is March 31. The Foundation allocates grants based on the grant funds available at the time.

All grant requests within Waterloo Region will be considered. The following guidelines are provided to clarify the priorities of the Foundation.

The Catholic Community Foundation of Waterloo Region supports projects that:

- Are one time direct costs such as sacred furnishings, learning materials
- Provides direct benefit to groups – particularly youth
- Supports our Catholic faith, its values and traditions
- Addresses the needs of those in our community who are facing barriers

The Catholic Community Foundation of Waterloo Region will typically not fund:

- Routine/ongoing operating expenses such as salaries, rental of space or equipment
- Transportation
- Expenses related to construction
- Maintenance expenses such as painting & landscaping
- An organizations ongoing or core expenses
- Expenses that have already been paid or events that have already taken place

An organization requesting funds must qualify under the Canada Income Tax Act as a charitable organization.

Funds will be provided when all necessary documentation and other financial commitments are completed.

Documentation will be requested to ensure that all funds granted are used for their intended purposes.

The Foundation appreciates and will request pictures, programs or testimonials to publicly recognize the work of the Catholic Community Foundation of the Waterloo Region either on our website or Facebook page.

The Foundation reserves the right to make exceptions to our guidelines.