



APPLICATION CHECKLIST

Ready to apply? Here is a checklist of everything you will need to complete your application form:

- The legal name of your organization, your registration number (if applicable), a main contact name, mailing address and email address
- Your organization's mission and purpose
- The year your organization was founded
- The name of your project
- An overall description of the project (include as much detail as possible)*
- The start and end date of the project
- A specific description of how the funds will be used
- The total project budget (including the amount in your grant application + any other costs)
- The required financial documents
- A list of other project funding confirmed or expected, and the total funds raised to date
- The number of children or youth that will benefit
- The age of the children that will benefit
- A description of the group(s) that will benefit
- A list of your Board of Directors and their occupations
- The number of paid employees that work for your organization
- The number of active volunteers
- A description of how your project addresses an existing need, and a description of the impact the project will have
- The predicted outcomes and indicators you will use to measure the success of your project

***Your project description should:**

- Describe your project, indicating how it's community-based, community-driven or if it relies on community resources
- Outline capacity-building activities such program costs, purchasing or construction of new equipment or facilities, or hiring/training staff
- Identify resources, other funding sources, clear objectives, skills and the experience of team members

Required financial documents

Correct financial documents must be submitted or the application will be disqualified.

For a project grants up to \$5,000:

- Your organization's financial statement or plan for the current year

For a project grants between \$5,001 and \$25,000:

- For projects grants between \$5,001 and \$15,000: A Notice to Reader or Compilation Engagement
- For project grants between \$15,001 and \$25,000: Review Engagement Report

For signature grants up to \$50,000:

- Independently audited financial statements