



Sussex Area Community Foundation Inc. Grant Application



Click on the grey shaded box in the application below, the line will expand as you type. When completed, save the document to your computer.

Organization Name _____

Mailing Address _____

Telephone _____ Email _____

Executive Director/Manager _____

Contact person for this request _____

Telephone _____ Email _____

Charitable Registration Number _____

1. Name of project _____

2. Is this a new or existing project _____

3. Project Duration: Start Date _____ End Date _____

4. When are funds required for this project? _____

5. How much are you requesting from Sussex Area Community Foundation Inc.? _____

6. Briefly describe the project _____

7. How many hired staff do you have? _____

8. How many volunteers? _____

9. What need is the project designed to meet? _____

10. Who will benefit from this project and how will they benefit? _____

11. How will the project results be measured and reported? _____

12. Do you intend to cooperate with other agencies or non-profit organizations on this specific project?

a. Yes or No? _____ If yes, how _____

13. What specific items would be covered by a grant from Sussex Area Community Foundation Inc.? _____

14. Is additional funding required in the future to sustain this project?

a. Yes or No? _____ If yes, how will the requirement be met? _____

15. Identify ways you will acknowledge and recognize the Foundation's grant, if received? _____

The application is submitted by:

Name _____ Date _____

Instructions for Submitting Grants

Click on the grey shaded box in the application above, the line will expand as you type. When completed, save the document to your computer.

The following documentation is required with your completed application form:

1. A completed budget form for your project showing;
 - a. All sources of revenue for the project; indicate if other revenues sources are confirmed.
 - b. All project expenses; please include project quotes if applicable.
2. A listing of your organizations current financial statement.
3. A copy of your organizations current statement of income and expenses.

You may return your applications form and supporting documentation to us by email at sacfi@nb.aibn.com or send it by mail, courier or hand-delivered to the following address;

Sussex Area Community Foundation Inc., 494 Main Street – Unit 1, Sussex, New Brunswick, E4E 2S4

Note: All grant applicants will be advised about grants awarded by Sussex Area Community Foundation Inc.

Remember: Grant applications are due by 12:00(noon) on September 13, 2017.

Please read the entire document, failure to complete the items requested in the Grant Application or noted above will result in ineligibility for the grant session.

Grant Application Check List:

- Application Form
- Budget form showing all sources of revenue for the project
- Budget for showing all project expenses
- Copy of current financial statement (Income and Expenses)
- Confirmation of Written Agreement Form if not a registered charity