



LCAC GRANT APPLICATION

Section A1 – Contact Information – Applicant Organization

Organization Name (legal entity): _____

Charitable Registration BIN: _____ Provincial # _____

Address: _____ City: _____

Postal Code: _____ Website: _____

Mailing Address (if different than above): _____

City: _____ Postal Code: _____

PRIMARY CONTACT for this grant:

Name: _____ Position: _____

Phone #1: _____ Ext. _____ Phone #2: _____ Ext. _____

Email: _____

Section A2 – Grant Details

Project Date: _____

Choose either PROJECT or MULTI-YEAR grant below:

PROJECT Grant (1 year) title: _____

Request Amount: \$ _____

MULTI-YEAR Grant Total: \$ _____ Please specify the amount/year below:

Year 1 amount: \$ _____ Year 2 amount: \$ _____

Section A3 – Required information

1. How will residents of Lake Country benefit? i.e. Number of local performers, number of local technical staff hired, local economic impact-will you purchase supplies from Lake Country businesses? Local volunteers recruited?

2. Mission and Mandate of your organization with a description of your organization include activities you have participated in (attach separate sheet if more room needed).

3. Please outline your marketing/promotional plans. Multi-year applicants should provide a brief description of how this will take place over the grant time period.

4. **Detailed Description - For both types of projects: single and multi-year provide the following:**

State the goals and objectives.

How will this activity help achieve the goal?

What will be the impact on our community? Your organization?

PROJECT (up to 12 months January to December): Provide timelines of how the project will evolve over the granting period.

MULTI-YEAR (up to 3 years): Provide timelines of how the project will evolve over the granting period.

5. How will you measure and evaluate the effectiveness and / or impact of this grant? The final report must include information on achievement of the goals, objectives and levels of success to ensure you are tracking all the relevant data, ie. Number of participants, partnerships, volunteer numbers and hours, unexpected results and any other details relevant to the project.



MULTI-YEAR APPLICANTS

Please use the budget sheet provided (following page) for each year you are requesting funding.

N.B. – Successful MULTI-YEAR grant recipients will be required to submit a revised comparative budget each subsequent year of the initial grant award before receiving the next year's disbursements. You will be required to submit:

- A progress report (the form will be on the LCAC website)
- Fiscal actuals and budgets

A4- PROJECT Budget Information for single year and multi-year projects

The rows below are allowable expenses, please email if you have an expense which doesn't fit the categories below.

PROJECT REVENUE: Sources of Revenue	Assured	Potential	Total
GOVERNMENT: (specify)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
FOUNDATION: (specify)			
<input type="checkbox"/>			
ORGANIZATIONS CONTRIBUTION			
<input type="checkbox"/> Cash			
<input type="checkbox"/> In-kind gifts			
<input type="checkbox"/> Volunteer Services			
OTHER: (you must specify the other items in this category)			
Lake Country Arts Council Grant requested			
<input type="checkbox"/>			
<input type="checkbox"/>			
In-kind contribution (e.g. volunteer services)			
TOTAL:			*

PROJECT EXPENDITURES:			
Items	Description	Cost	Amount From LCAC
Wages/benefits			
Professional Fees, Honoraria			
Space rental			
Equipment / Supplies			
Printing/Photocopying			
Travel			
Publicity/ Promotion/ Distribution			
Production Costs			
Other (specify)			
Other (specify)			
TOTAL:		*	

*Revenues and Expenditures must match to be considered for a grant.

CHECK LIST – Please ensure the following information / items are included in your application to ensure your application will be considered for funding. Applications with missing pieces may be disqualified.

Email to info@lcartscouncil.org:		
Are all the questions answered-unanswered questions could mean disqualification		
Support letters (partner agencies, participants)	Attached	
Supporting documents should be submitted electronically	Completed	
Double Check:		
PROJECT Grants – Detailed Budget (pg. 5) include all funding sources.	Completed	
MULTI-YEAR Grants – Comparative budget (pg. 5 one for each year) i.e. if it is a two-year program we will want a budget sheet for each year.	Completed	
Grant Application please submit electronically to info@lcartscouncil.org	Attached	