



FOREST COMMUNITY FOUNDATION  
c/o Karen Cameron, Administrative Secretary  
6 Frances Drive  
Forest, Ontario N0N 1J0 519-381-4925

## GRANT APPLICATION PRINCIPLES

The following grant application principles have been approved for the use of agencies completing grant applications:

1. Projects approved for granting must primarily benefit the former Town of Forest geographical area.
2. Grants are awarded for definite purposes and for projects covering a specific period of time. **ONLY ONE PROJECT PER APPLICATION.** Groups may submit more than one application for different projects.
3. Preference will be given to projects which contribute to the community's growing needs for artistic, cultural, recreational, educational, and health related programs.
4. Bursaries and scholarships are awarded to educational institutions and not to individuals.
5. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased responses from other sources.
7. Grants are not made to support operating expenses of established organizations.
8. Grants are not made toward operating or capital deficits. Grants will not be made to support a project that is already started.
9. The Foundation does not respond to annual fund drives for sustaining support.
10. Grants are not normally made to establish or add to endowment funds. An exception may be made when a project provides extraordinary benefit to the community. In such a case, the Board of Directors may require additional commitments and reporting to assure due diligence is exercised for the term of the grant. Regardless, each grant will be considered on an annual basis.
11. Grants are not ordinarily made to fund specific medical or scientific research projects.
12. Grants are not made to religious organizations for direct religious activities.
13. Grants are not made to promote political activities, support advocacy initiatives, private business enterprise or provide general conference support.
14. All applications will be required to complete a grant request form and supply requested reference information when asked. A presentation to Foundation directors may be requested.
15. Applications receiving a grant will be required to submit a semi-annual detailed statement showing progress of application of funds and a final detailed report upon completion of the project. The Foundation reserves the right to audit the project on completion or at intervals during the project.

### **Board of Directors:**

Don Coates	519-786-6451
Scott Ferguson	519-786-4688
Shannon Prout	519-312-1020
Bonnie Rinker	519-786-4850
Sue Sutherland	519-328-8563
Marsha Williams	519-786-5975

Bryan McKinlay	519-899-3386
Sarah Jane Goodhand	519-786-5055
Joy Starkey	519-383-5037
Cindy VanValkenburg	519-786-6733

**Deadline: NOON Sept. 20, 2024**



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## GRANT REQUEST FORM

Please complete this form in the spaces provided. Return to the Foundation Office by the grant application **deadline of NOON on September 20, 2024.**

1. Name of Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Registered Charitable Organization Number: \_\_\_\_\_  
*(Organizations without "Non-Profit Charitable Registration Numbers" may still be able to apply for funding support from the Foundation by going through the Municipality of Lambton Shores. Applicants are asked to contact Treasurer Janet Ferguson for more details on whether your organization is eligible to pursue this route and a letter must accompany this application.)*
5. Executive Director/Manager: \_\_\_\_\_
6. Name of contact person for this request that will be responsible for providing a detailed final report to FCF upon completion of this project. Provide name, full address, email & phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Date Project to Begin: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_
8. Briefly state mission/goals of your organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Briefly describe the project for which you are requesting funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What is the **total** cost of this project: \_\_\_\_\_  
(Please include three (3) estimates for work over \$1,000.00.)
11. a) What amount of funds are you requesting from FCF: \_\_\_\_\_  
b) Is it essential to receive the full amount of grant money requested? \_\_\_\_\_
12. Specifically, for what will the funds be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Benefits to the Community:  
(a) Who will benefit? (age, sex, group, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
(b) How many will benefit? (Number): \_\_\_\_\_
14. Are you also seeking financial support from other groups for this project? If so, please indicate from which groups, their contact information and amounts being requested.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Is there any potential to involve other community groups in this project? (ie. Cost sharing, resources sharing, advertising, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. If successful in receiving grant monies, how does your organization propose to publicly recognize the Foundation's donation towards the project?

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17. Agree to meet all obligations required by the Foundation.

18. Representative 1: \_\_\_\_\_  
*Print Name* *Signature*
- \_\_\_\_\_ *Email* \_\_\_\_\_ *Telephone #*

Representative 2: \_\_\_\_\_  
*Print Name* *Signature*

Date submitted: \_\_\_\_\_

**Deadline: September 20th, 2024 at 12:00 noon**