INTERNATIONAL GRENFELL ASSOCIATION
Grant Application

APPLICANT		
1	Surname	Forename
2	Position	
3	Address	
4	Telephone:	E-mail:
	Fax:	

ORGANIZATION			
5	Name	6	Is organization non-profit? Yes No
7	Description of Organization (If charitable organization, please provide charitable registration number and/or copy of your letter of charitable status from the Canada Revenue Agency). Please indicate if the organization has received funds from the IGA in the past. Give Details.		
8	Telephone:	E-mail:	
	Fax:		

PROJECT			
9	Title		
10	Project Summary		
11	Location	12	Proposed Duration
13	Proposed Starting Date	14	Proposed Completion Date

FINANCIAL SUPPORT					
15	Total needed for Project				$
	Total amount of HST				$
16	Applications for Funds (Please list below):	Pending	Denied	Approved	$
*					$
*					$
*					$
*					$
*					$
17	Total Requested from IGA - (minus HST rebate amount, as per section 25).				$

ETHICAL APPROVAL (Only required for human research)							
18	Is Required?	Yes	No	19	Has been applied for?	Yes	No
20	Date of application?			21	Name of Committee		
22	Approval granted?	Yes	No	23	Date of approval		

PROJECT DESCRIPTION & EVALUATION	
24	**Full details are required - please read Guidance Notes** Please provide a full description of the project. You must describe the primary objectives of this project AND, for each objective, please describe a target measurement (or specific accomplishment) that you will use to determine whether the project achieved each objective.

BUDGET (Read Guidance Notes)	
25	**Please attach a detailed budget which clearly accounts for all money requested from the International Grenfell Association. Where appropriate, a bill of sale or tenders must be included with this application. Please identify the amount of HST in this project, if applicable. Refer to Section 15-17, Appendix 1 of Guidance Notes.** **IGA will not grant permission for any items not identified in this original budget after project commences.**

DECLARATION

26 **This declaration <u>must</u> be signed by the Chief Executive Officer or Head of the Organization.**

I confirm that I have read this application and give my full support.

I guarantee that grant funds will be used exclusively for the purpose of this project, as described in this application, and within the period stated

I guarantee that all unused funds will be returned to the International Grenfell Association at the end of the stated period.

I confirm that I will be accountable to the IGA Board for the use of these funds and will submit a full progress report each year and on completion of the project.

I agree that the grant (s) may be funded in stages, and that IGA will not fund an amount deemed as HST-related.

Signature:

Name: **Date:**
(Please print)

APPENDIX 1

INTERNATIONAL GRENFELL ASSOCIATION

Grant Application Guidance Notes

General Comments

The mission of the International Grenfell Association is to provide funds in support of initiatives that benefit the health, education, social and cultural well-being of the people of Northern Newfoundland and coastal Labrador, working in partnership with government and other agencies.

While not bound exclusively by them, IGA would like to see the following qualities exhibited in initiatives and applications that it supports:
1. **Equity** - targeting resources to create a balance, trying to respond evenly for the same need over time.
2. **Relevance** - project that is meaningful, focused, and in line with existing needs.
3. **Appropriateness** - timely project, fitting with current circumstances and conditions.
4. **Evidence-Based** - project that has been shown to work effectively, and/or has precedent.
5. **Innovation** - breaking new ground, offering new ways of doing things.
6. **Accountability** - project can be justified, with responsible actions.
7. **Cost Benefit** - project offers a good return for the investment.
8. **Time Scale** - project is achievable within the indicated time period.
9. **Annual Review** - project is open to evaluation by IGA Board.

In general, IGA will avoid projects that:
- continue a defunct program,
- provide for general maintenance and upkeep,
- last three years or more,
- contain salary costs for permanent staff,
- provide supplies normally funded by government,
- contain evidence of direct private benefit, and
- cover costs of warranties and/or service contracts on equipment.

It is to your advantage to provide as much detail as possible in a clear, concise manner. If deemed necessary, you may attach additional papers to support your application. Without adequate information, IGA has no alternative but to return your application, causing delay.

If your project application is successful, IGA may award funds for the full amount, or a portion of that requested. In some instances, matching funds from other sources may be required by IGA.

Please use the following notes as a guide in completing the IGA grant application form. They are intended to assist you in completing each question, while ensuring that adequate information is provided for your application to be considered by the IGA Board.

If you still have difficulty completing the application, or need additional assistance, please contact the IGA General Business Office:

Mr. Paul Canning
IGA Administrator
Box 75, 430 Topsail Road
St. John's, NL A1E 4N1
Tel: (709) 745 6162 Fax: (709) 745 6163
E-mail: iga@nfld.net

Question	Guidance Notes
1 – 4	These are **your** personal details. You **must** be the individual who will be in charge of the project and of any awarded funds from IGA.
5 – 8	These refer to the organization or the institution that you represent, as well as the relevant department (if applicable).
9 – 14	Please enter a short title that clearly identifies or explains the project. State where the project will take place, how long it will take, when it will commence, and when it is due to complete. **IGA will expect any project applied for to commence on or about the date provided in the application.**
15 - 17	Some projects may be funded by several sources. Please list here the total amount of funding needed for the project. Include the forthcoming HST rebate as a separate amount. **State a specific amount that is being requested from IGA, minus the HST rebate amount. IGA does not fund this amount.** **If your organization has a letter verifying non-profit status from the CRA, please attach a copy of it with the application to the IGA.** Please list all other sources of funding applied for, and whether funds are pending, received or denied from these sources. Reasonable attempts to search for funds from available sources other than IGA **must** be demonstrated. **In addition, if another agency is referred to as in support of your application to IGA, you MUST provide a letter of support from the other agency.**
18 – 23	Ethical approval is required only for projects that involve human research. If you are unsure of the status of your project, please contact the IGA General Business Office at the stated address and phone number. **If ethical approval is required, then you must check the "Yes" box, giving details of the committee to which you have applied together with relevant dates as requested.**
24	Please provide a full description of the project. You must describe the primary objectives of this project AND, for each objective, please describe a target measurement (or specific accomplishment) that you will use to determine whether the project achieved each objective. Each year the IGA receives requests totaling two or more times the funds it has to allocate. As a result, the IGA Board must decide which grants will provide the greatest benefit to the people in the IGA service area. The project description and measurable objectives you hope the project can accomplish will form the basis for selecting which grants to award. If your grant is awarded, IGA will ask you to complete a project report approximately 8 months after the award. In the project report, the IGA will expect you to describe how you have implemented your project as described and provide measurement to determine whether the project has successfully met its objectives. The IGA may stipulate additional evaluation detail expected in the project report as a condition of the award.

Question	Guidance Notes
	Several examples describing a project's target measurement (or specific accomplishment) are provided below: • Literacy project: This project will provide 100 hours of training to10 literacy volunteers and 50 sets of learning resources to be used to in ongoing weekly workshops serving 10-15 children and adults each. • Community project: This project will provide a safe, well equipped playground for the approximately 25 children and their families in our community. • Education project: This project will provide 100 new books for the library serving 50 children in grades K-6. • Health project: This piece of medical equipment provides X treatment only available in Corner Brook. We currently need to transfer 50 patients annually to get this treatment. Having this equipment will allow us to reduce our need to transfer patients from 100% to 25% within 6 months of implementation.
25	**A detailed budget must be provided** showing how you have calculated the financial need of the project, as well as how the funds will be spent. For items in excess of $1000, but less than $5000, a bill of sale must be submitted. For single pieces of equipment costing more than $5000, three tenders should be submitted, indicating which you wish to accept and why. Where support for salary is requested, please provide the proportion of time to be contributed by each person being paid. If granted (see General Comments above), salary support will be given for the first year only. **IGA will not normally grant permission to a project already begun for items not identified in the original budget.**
26	It must be clearly stated how the project is to be measured, and how it will achieve its aims and objectives. It is also very important to explain how it is to be shown that the intended benefits have been achieved.
27	The Chief Executive Officer or the Head of the organization must sign the application. An annual report, against each aim and objective, will be required from each successful applicant, as well as a final report on the completion of the project. All reports must include a financial statement on the expenditure of IGA funds awarded. **Failure in observing the conditions on which the grant is made will lead to a claim for funds to be returned, while disqualifying the recipient from future awards.**

PLEASE NOTE:

All applications must be received at the IGA General Business Office by the application deadline of November 1st of any calendar year.

Under no circumstances will applications post-marked after this date be accepted and/or considered.