

*Wyoming Community Foundation*

c/o Caroline DeSchutter, Secretary  
(519) 330-5978  
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**GRANT APPLICATION GUIDELINES**

The following grant application guidelines have been approved for the use of organizations completing grant applications:

1. Projects approved for grants must primarily benefit the residents of the former Village of Wyoming area, and will be for projects not normally covered in the municipality's operating budget.
2. Grants are made only to non-profit organizations with Revenue Canada Charitable Registration Numbers, or other qualified donees under the Income Tax Act.
3. Grants are awarded for definite purposes and for projects covering a specific period of time.
4. Capital projects will be considered if there is a demonstrated need.
5. Bursaries and scholarships are awarded to educational institutions and not to individuals.
6. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
7. The Foundation encourages the participation of others in funding projects and, on occasion, may provide matching funds or challenge grants to stimulate increased responses from other sources.
8. Grants are not usually made to support operating expenses of established organizations.
9. Grants are not made toward operating or capital deficits.
10. The Foundation does not respond to annual fund drives for sustaining support.
11. Grants are not made to establish or add to endowment funds.
12. Grants are not ordinarily made to fund specific medical or scientific research projects.
13. Grants are not made to religious organizations for direct religious activities.
14. Grants are not made to promote political activities, support advocacy initiatives, or provide general conference support.

15. All applications will be required to complete a grant request form and supply requested reference information when asked. ***A current Financial Statement is to be provided with the application.*** A meeting with Foundation directors may be required.
16. Applications receiving a grant will be required to submit a final report upon completion of the project. The Foundation reserves the right to audit the project on Completion or at intervals during the project.



**GRANT APPLICATION FORM**

Please complete this form in the spaces provided, return to the Secretary by the grant application deadline. Please provide attachments if ample space in this form is not available.

1. Name of Organization: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Registered Charitable Organization Number: \_\_\_\_\_

4. Executive Director/President/Manager: \_\_\_\_\_

5. Contact Person for this Request: \_\_\_\_\_

\_\_\_\_\_  
Phone No. & Email Address

6. Briefly state mission/goals of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Briefly describe the project for which funds are requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add attachment to Application Form if necessary)

8. Is this a new [ ] or existing [ ] project?

9. What is the total cost of this project?

\_\_\_\_\_



10. What amount of funds are you requesting from WCF?

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11. Specifically for what will the funds be used?

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12. When are the funds required?

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13. Benefits to the Community:

(a) Who will benefit? (age, sex, group, etc.)

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(b) How many will benefit? (Estimated Number)

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14. Is there any potential to involve other community groups in this project? (i.e. Cost sharing, resources sharing, advertising, etc.)

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15. Authorized Signatures representing the Applicant:

_____	_____
Print Name	Signature

_____	_____
Office held in Organization	Phone No. & Email Address

_____	_____
Print Name	Signature

_____	_____
Office held in Organization	Phone No. & Email Address

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