## **Form N**

Complete **Form N** to apply for a grant for a new project. Grants for new eligible initiatives can be up to 100% of the requested amount from CFKA in the budget. To be submitted with Budget Template N.

|  |  |
| --- | --- |
| SECTION 1: Applicant Information | |
| Organization Name |  |
| Mailing Address |  |
| City/Town |  |
| Postal Code |  |
| Website |  |
| Primary Contact for this application |  |
| Name |  |
| Title/Role |  |
| Phone |  |
| Email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Q. 1.1 | Please describe your organization’s mandate/mission. (100 words) | | | |
|  |  | | | |
| Q. 1.2 | For applicants outside the CFKA geographic catchment area, please explain / describe your organization’s local presence (*e.g. through a local board, local committee, or an active local office/branch/chapter)* **and** how the funds will be spent in Kingston & Area*. (200 words)* | | | |
|  |  | | | |
| Q. 1.3 | We are a qualified donee (such as a registered charity, Canadian amateur athletic association, municipality, First Nation or other municipal or public body performing a function of government in Ontario). If yes, please provide your charitable number below. | | | |
|  | **OR** | | | |
|  | We have formally partnered with a registered charity or municipality to deliver this project.  (Note: you must attach a signed Confirmation of Partnership) | | | |
|  | Name of Charity/Municipality |  | | |
|  | Registration Number of Charity |  | | |
|  | Contact at Charity/Municipality |  | | |
|  | Phone |  | | |
|  | Email |  | | |
| SECTION 2: Project Overview | | | | |
| Q.2.1 | Project Title |  | | |
| Q.2.2 | Amount Requested |  | | |
| Q.2.3 | Start Date |  | | |
| Q.2.4 | End Date |  | | |
| Q.2.5 | Event Date (if applicable) |  | | |
| Q.2.6 | Geographic Area(s) served by this project (select all that apply):  City of Kingston  North Frontenac  South Frontenac  Loyalist Township  Central Frontenac  Frontenac Islands  Cataraqui River Watershed (eligible for environmental projects only)  Lennox & Addington (eligible for children’s mental health projects only) | | | |
| Q.2.7 | Main Field of Interest  *Pick the one that best fits your project*: *CFKA uses this information for tracking purposes only - your choice will not affect the success or funding of your project.*  Arts & Culture  Children’s Mental Health  Community Development  Education & Literacy  Environment  Health & Social Services  Heritage Preservation  Recreation  Youth | | | |
| SECTION 3: New Initiative or Project Details | | | | |
| Q.3.1 | Describe your project, including the main objective(s) (200 words) | | | |
|  |  | | | |
| Q.3.2 | What local need/interest does this project address? (200 words) | | | |
|  |  | | | |
| Q.3.3 | How did you assess this local need/interest? Briefly describe any local research or background rationale. (200 words) | | | |
|  |  | | | |
| Q.3.4 | Will your project involve any partners? | | | Yes  No |
| Q.3.5 | If, YES, please list with roles (i.e.: planning, delivery, evaluation, referrals) | | | |
|  |  | | | |
| Q.3.6 | Please tell us what excites you about this project. (200 words) | | | |
|  |  | | | |
| Q.3.7 | Do you expect that your project will become an ongoing activity or program at the conclusion of the project? | | | Yes  No |
| Q.3.8 | If Yes, how will it be sustained? Please explain- point form is acceptable: (100 words) | | | |
|  |  | | | |
| Q.3.9 | List the sequence of project activities in your Workplan in point form. (200 words) | | | |
|  |  | | | |
| Q.3.10 | Please describe the anticipated impact of a successful project. (200 words) | | | |
|  |  | | | |
| Q.3.11 | How does your project address the Spring 2021 Community Grants priorities? (200 words) | | | |
|  |  | | | |
| Q.3.12 | How many persons in total do you anticipate will directly benefit through active participation in this project? | | |  |
| Q.3.13 | Of this number, how many are youth under 18? | | |  |
| Q.3.14 | How will you measure whether you were successful? Briefly describe how this program will be evaluated, including the tools that will be used. (200 words) | | | |
|  |  | | | |
| Q.3.15 | What will CFKA funds be used for? Please be specific (i.e. to pay for project coordinator, supplies, hall rental etc.) Include partial allocations (i.e.50% of supplies). Point form is acceptable. (200 words) | | | |
|  |  | | | |
| Q.3.16 | Have you applied to any other funders to support this project? | | | ☐Yes ☐ No |
| Q.3.17 | If yes, please list and indicate if the funding has been approved or pending. (100 words) | | | |
|  |  | | | |
| Q.3.18 | Will you proceed with your project if only partial funding is available? | | | ☐Yes ☐ No |
| SECTION 4: Authorization | | | | |
|  | To be approved by two officers with signing authority from your organization indicating awareness of and support for this Application & Budget. (Note: if your organization is not a charitable organization you MUST also complete and attach a signed Confirmation of Partnership Agreement form AND a list of your local board or committee members.) | | | |
|  | Name\*:  \*I have the authority to bind the organization | |  | |
|  | Title: | |  | |
|  | Signature | |  | |
|  | Date | |  | |
|  |  | |  | |
|  | Name\*:  \*I have the authority to bind the organization | |  | |
|  | Title: | |  | |
|  | Signature | |  | |
|  | Date | |  | |