



Community Grants – 2024 Application

To make our applications more accessible and easier to complete, we are providing a pdf copy of the full application on our website so that you have the opportunity to draft your responses to the questions before filling them on the application portal. To access the actual application, please click [here](#).

1. Is your organization a registered charity or qualified donee and eligible to apply for Community Grants?
 - a. Yes – What is your CRA number?
 - b. No, but we have a fiscal partner (***you will be asked to provide information on your fiscal partner***)
 - c. No, and we do not have a fiscal partner for this application
A list of charities and qualified donees can be found at:
https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en
If your organization is not a registered charity or a qualified donee under CRA guidelines, you will need to secure a fiscal partner before proceeding with your application. Please refer to the WRCF's website (www.wrcf.ca/fiscal-partnership) for more information on this process.
2. Does your application align with the Funding Guidelines for the Community Grants? Y/N

Primary Contact:

3. Name
4. Pronoun (Example: She/Her, Them/They)
5. Job Title
6. Email
7. Phone Number
8. Extension (if applicable)
9. Is your Executive Contact different than the Primary Contact listed above? Y/N
(***If Yes, you will be asked to provide information for executive contact***)

Executive Contact:

10. Name
11. Job Title
12. Email
13. Phone Number
14. Extension (if applicable)

Applicant Organizational Information:

15. Organization Legal Name
16. Organization Operating Name
17. Organization Address



18. Do you have a digital platform (website, Twitter, Facebook, Instagram, other)? If so, please include the links.

Fiscal Partner Information: (only completed if a fiscal partner is required)

19. Fiscal Partner Organization Name
20. Fiscal Partner Organization Address
21. Fiscal Partner Organization Charitable Number
22. Fiscal Partner Contact Name
23. Fiscal Partner Contact Email
24. Fiscal Partner Contact Phone Number
25. Fiscal Partner Contact Extension (if applicable)
26. Fiscal Partner Financial Statements or Interim Financial Statements (file upload)
27. Signed Fiscal Partnership Form (file upload)

Organizational Information:

28. Organization Overview: What is the purpose of your organization (i.e. mission/vision statement, goals)? What are your primary activities? Who do you serve?
29. How is your organization attracting, working with, and supporting diverse members of community (including leadership, membership, volunteers, collaboration with other organizations)? (Diversity in terms of racial, ethnic, Indigenous, gender, sexual orientation/expression, disability status, language, economic status, etc., as aspects of individual identity)
30. WRCF will prioritize applications from organizations that incorporate an equity mindset in their work and operations:
 - (a) Is the leader of your organization or person leading this initiative representative of the population you are seeking to serve through this application?
 - (b) Are individuals representative of the population(s) you're seeking to serve involved in the ongoing decision making and delivery of your initiative? How?

Grant Request, Budget, & Financial Information:

31. Please select the option that describes the amount you are requesting from WRCF:
Level 1: Up to \$10,000
Level 2: \$10,001 - \$40,000
(some questions below only apply to either Level 1 or Level 2 applications, as indicated)
32. Total Initiative Cost
33. Specific amount requested from WRCF
34. If the grant cannot cover the total amount requested, what would be the minimum amount needed to successfully continue with the initiative?
35. Please list the amount and total of your organization's top five sources of revenue in the last complete fiscal year. (Identify government departments, United Way, charities, foundations, faith organizations, etc. that have made these contributions. For individual donations, please identify as "Individual Donor") **(Level 2)**
36. Initiative Budget (file upload)



- 37. Organization's Annual Operating Budget (file upload) **(Level 1)**
- 38. Financial Statement or Interim Financial Statement (file upload) **(Level 2)**

Application Information:

- 39. Initiative Title
- 40. One Sentence Summary
- 41. Overview
 - Please describe:
 - 1. What do you want to do?
 - 2. Who will do the work?
 - 3. Will volunteers be involved? In what way?
 - 4. How will the work be done?
 - 5. Where will the activity(ies) take place?
- 42. Rationale
 - 1. Why is this initiative a priority now for our community? (where possible include local statistics, community priorities, etc.)
 - 2. What will be different because of the work?
 - 3. What population(s) will benefit? How many?
 - 4. Why are you the right organization to do the work?
 - 5. What would happen if this initiative didn't exist? (Where else would one go for this service? What other organizations are providing a similar service?)
- 43. Is this a new or existing initiative?
 - a. For existing initiatives – Is the scope expanding? If yes, why?
- 44. What geographical area(s) will your initiative serve? (Waterloo Region, Cambridge, Kitchener, North Dumfries, Waterloo, Wellesley, Wilmot, Woolwich, Other - please specify)
- 45. Which of the four core themes of social infrastructure does this initiative support? (please refer to Funding Guidelines and select all that apply)
 - a) fostering inclusion
 - b) breaking down barriers
 - c) opportunities for engagement
 - d) collaborative relationships
- 46. Please explain how this initiative will improve social infrastructure in Waterloo Region and, where possible, link it to the four themes outlined in the Funding Guidelines.
- 47. How is your initiative attracting and supporting diverse members of our community? (Diversity in terms of racial, ethnic, Indigenous, gender, sexual orientation/expression, disability status, language, economic status, etc., as aspects of individual identity)
- 48. How have you included the voices of those you are supporting in the development and/or delivery of this initiative? (e.g. if you are supporting children and youth, how have they been engaged; have they or will they lead any components of the initiative?)
- 49. Are there other organizations and/or groups that you are collaborating with or that will contribute to the work? If yes, which organizations and what role will they play? (i.e. joint leadership, funders, resources, participation, etc.)



50. What is the impact of the initiative in the short term and/or long term in Waterloo Region? How will this be measured?
51. If you are approved for this grant, when would the activities begin and end? Start/End Dates
52. Additional Supporting Documents x3
53. How long did this application take to fill in? (Optional)
(Please note this answer will not affect the chances of your organization receiving a grant. We are simply collecting applicants' feedback to make continual improvements to our grant application process)

Data Collection:

(WRCF is gathering data on the work that is happening across Waterloo Region to assist with achievement of the United Nations Sustainable Development Goals (SDGs). This section does not impact your eligibility for funding)

54. Which of the SDGs will this grant primarily support for your application? (For more information, please visit: www.un.org/sustainabledevelopment/sustainable-development-goals)
55. Which additional (if any) of the SDGs will this grant also support for your application?