



2024 The Waterloo Region Record Literacy Fund Application

To make it easier for your organization to apply, we are providing a copy of the full application on our website so that you can see the questions in advance. To access the actual application, please visit [here](#).

Primary Contact:

1. Name
2. Pronoun
3. Job Title
4. Email Address
5. Phone Number
6. Extension (if applicable)

Executive Contact Information

7. Is your Executive Contact different than the Primary Contact listed above?
 - a. No
 - b. If Yes – *(this section populates only for applicants who select this option)*
8. Executive Contact Name
9. Executive Contact Title
10. Executive Contact Email
11. Executive Contact Phone Number
12. Executive Contact Extension (if applicable)

Organization Information:

13. Organization Legal Name
14. Organization Operating Name
15. Organization Address
16. Website (if applicable)
17. Is your organization a CRA registered charity?
 - a. If Yes – What is your CRA number?
 - b. If No, and we do not have a fiscal partner for this application – *(this section populates only for applicants who select this option)*

If your organization is not a registered charity or a qualified donee under CRA guidelines, you will have to find a fiscal partner before proceeding with your application. A list of qualified donees can be found at: https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en. Learn more at WRCF's website (www.wrcf.ca/fiscal-partnership).

If No, but we have a fiscal partner – *(the next section populates only for applicants who select this option)*

Fiscal Partner Information: *(only completed if require a fiscal partner)*

18. Fiscal Partner Organization Name
19. Fiscal Partner Organization Address



20. Fiscal Partner Organization CRA Number
21. Fiscal Partner Contact Name
22. Fiscal Partner Contact Job Title
23. Fiscal Partner Contact Email
24. Fiscal Partner Contact Phone Number
25. Fiscal Partner Contact Extension (if applicable)
26. Signed Fiscal Partnership Form

Application Information:

27. Initiative Title
28. One Sentence Summary
29. Initiative Description
30. What are your organization's primary activities? Who do you serve?
31. Total Initiative Cost
32. Amount Requested from The Waterloo Region Record Literacy Fund
33. If the grant cannot cover the total amount requested, what would be the minimum amount needed to successfully continue with the initiative?
34. Initiative Budget (file upload)
35. Overview (What do you want to do? How does your initiative impact literacy? What will be different as a result of the work? Who will benefit? How many? How will the work be done? Where will the activity(ies) take place? (i.e. which community(ies), neighbourhood(s) etc.) What would happen if this initiative didn't exist?)
36. How is your organization attracting and supporting diverse populations through this initiative?
37. What geographical area will your initiative serve? (Cambridge, Kitchener, North Dumfries, Waterloo, Wellesley, Wilmot, Woolwich, Waterloo Region (all))
38. Is this a new or existing initiative?
 - a. If existing, is there anything different?
39. If you are approved for a grant, when would the activities begin and end?
40. Additional Supporting Documents (optional file upload)