



SOROPTIMIST FOUNDATION OF CANADA

CANADIAN SI CLUB GRANT APPLICATION INFORMATION AND ELIGIBILITY

The Soroptimist Foundation of Canada offers \$1000.00 grants to Canadian Soroptimist Clubs holding educational programs for women or girls that will help them reach their full potential. The exact number of grants and the amounts for the grants will be determined each fiscal year at the discretion of the Board of Directors of the Foundation, by the funds available in that year's budget, and the program needs of the clubs applying.

New programs will be given a priority, and partnering with other community organizations and utilizing community resources is desirable.

To be eligible, a club must be:

1. Canadian
2. A member in good standing of the Soroptimist International of the Americas.
3. Planning a program that will benefit women and girls in their community and that will fill an identified need in that community.
4. Intending to use the grant by September 30th of the year following the award of the grant.

Completed applications must be e-mailed by June 30th so that the Board can award these grants at its Annual General Meeting in SEPTEMBER.

Mailing Instructions:

Send completed applications to:

Club Grants for SI Canadian Clubs

Heather Rollins

clubgrants@soroptimistfoundation.ca

SFC CANADIAN SI CLUB GRANT PROGRAM REQUIREMENTS

1. The program shall be for the education and improvement of the lives of women and girls in the community.
2. The SFC contribution shall be acknowledged in promotional materials and at the event.
3. A final evaluation report shall be submitted to the SFC Manager of Grants for Clubs within 2 months after the function. It shall include a financial statement of the revenues and expenditures. If the function made money, please indicate what it will be used for. Please indicate if a repeat function is planned and when, if possible.

PROCESS

Your application will be forwarded to the Board of the Soroptimist Foundation of Canada for discussion and review. A decision on awarding the grant will be at the Board's discretion. Independent judges will be used when, and if it is deemed necessary by the Board. This will be dictated by the availability of funds in the budget and the number of applications being received.

Successful applicants for Grants for Clubs will be announced at the AGM in the fall.

In the event that a project is canceled, the club shall make a final report including an accounting of grant monies and the return of any remaining funds within 30 days of the cancellation. Should a project date require an extension beyond the deadline of September 30th the following year, the club shall notify the Board of the revised date as soon as available together with an accounting of the use of the grant funds used to date. The Board may, at its discretion, require a return of any balance of the grant funds.

Please complete the attached application form and submit it with a proposed budget. You may chose to use another budget format, but require the information outlined in this form.

SFC CANADIAN SI CLUB GRANT BUDGET

INCOME	SOURCE	AMOUNT
Grant	SFC	\$1000.00 (up to)
Donations		\$
Sponsors		\$
Admission Fee or Donation		\$
Other		\$
EXPENSES		
Venue		\$
Equipment Rental		\$
Hospitality & Décor		\$
Administrative Costs: i.e. (paper, copying, labels, kits, name badges etc.)		\$
Reimbursement of any advance		\$
Other		\$



TOTAL EXPENSES	\$
NET INCOME	\$

Create a budget using the same headings as sample and the entries that you require. You do not have to use a chart format.

SOROPTIMIST FOUNDATION OF CANADA

SFC CANADIAN SI CLUB GRANT AFTER PROJECT
REPORT FORM

CLUB NAME: _____ YEAR OF CHARTER: _____

CLUB NAME: _____ YEAR OF CHARTER: _____

CLUB PRESIDENT: _____
CONTACT INFORMATION: PHONE: _____
E-MAIL: _____

PROGRAM CHAIR: _____
CONTACT INFORMATION: PHONE: _____
E-MAIL: _____

PROGRAM: LENGTH: _____ DATE: _____ TIME: _____

TARGET AUDIENCE: _____ # ATTENDING: _____

FOCUS OF PROGRAM: _____

DETAILS OF THE PROGRAM: describe format and program materials

SUMMARY OF PARTICIPANTS EVALUATION OF THE PROGRAM: _____

HOW WAS SFC ACKNOWLEDGED: A) IN PROMPTING EVENT _____
B) DURING EVENT? _____

VENUE: _____

MEALS OR REFRESHMENTS: _____

PARTNERS: (DESCRIBE HOW THE PARTNERSHIP FUNCTIONED SUCH AS RESOURCES, LABOUR,
TEAMWORK ETC.) _____

OTHER PERTINENT COMMENTS ABOUT THE PROGRAM: _____

Please attach any additional information that you wish to share which may assist other clubs planning programs.
This information goes to the Members Resource Section of our website.

Signed: _____ Date: _____

Club President

Send completed report form along with completed financial report form within 60 days to:

Club Grants for SI Canadian Clubs
Heather Rollins
clubgrants@soroptimistfoundation.ca

SFC CANADIAN SI CLUB GRANT FINAL FINANCIAL REPORT

INCOME	SOURCE	AMOUNT
GRANT SFC UP TO \$1,000.00 (up to)		
Donations		\$
Sponsors		\$
Admission Fee or Donation		\$
Other		\$
Expenses		\$
Other		
EXPENSES		\$
Venue		\$
Equipment Rental		\$
Hospitality & Decor		\$
Administrative Costs:		\$
i.e. (paper, copying, labels, kits, name badges, etc.)		
Reimbursement of any advance		\$
Other		\$
TOTAL EXPENSES		\$
NET INCOME		\$