



## Grant Application Information and Eligibility for Canadian Soroptimist Clubs

The Soroptimist Foundation of Canada offers grants up to \$1,000 for Canadian Soroptimist clubs to provide educational programs for women and/or girls that will help them reach their full potential. The exact number of 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.

A new educational program will be given a priority. We will consider only one application per club.

To be eligible, a club must be:

1. Canadian.
2. A member in good standing of Soroptimist International of the Americas.
3. Planning an educational program to benefit women and/or girls in their community and that will fill an identified need in that community.
4. Intending to use the grant within the club year following the application, e.g. apply by June 30<sup>th</sup> 2019 for a project in the 2019-2020 club year.

Completed applications must be emailed by June 30<sup>th</sup> so that the Board can award these grants at the Foundation's Annual General Meeting in the fall.

Email completed applications to:

Manager, Grants for Clubs

[clubgrants@soroptimistfoundation.ca](mailto:clubgrants@soroptimistfoundation.ca)

## Grant Program Requirements

1. The program must be for the education and improvement of the lives of women and/or girls in the community.
2. The SFC contribution shall be acknowledged in the promotional materials and at the event.
3. A final evaluation report shall be submitted to the SFC Manager of Grants for Clubs before June 30<sup>th</sup> in the year the grant money is used. It shall include a financial statement of revenues and expenditures. If the program made money please indicate what that money will be used for. Indicate if a repeat program is planned and when.
4. The final report **must be submitted** with a copy of some of the promotional material before the club will be considered for a future grant. The report form is available on the SFC website.

## Process

The 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 received. Successful applicants for Grants for Clubs will be announced at the AGM and the clubs notified in email.

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

Please complete the application below and submit it by email. This is a writeable .pdf so there is no need to print it. Just type into the form, save it and attach it to an email. You need a current version of Adobe Reader, a free download.

### SFC Club Grant Application

Club name:

Year of charter:

Club president:

Contact phone:

Contact email:

Program chair:

Contact phone:

Contact email:

Target audience (type below):

Title of program (type below):

Focus of club program (type below):

Details of club program (type below):

Proposed SFC acknowledgment (type below):

Venue (type below):

Meals or refreshments (type below):

List any community partners and detail their involvement (type below):

Other pertinent comments (type below):

## Proposed Budget

Income	Source	Amount
Grant	SFC	\$1,000 (up to)
Donations		\$
Sponsors		\$
Fees or Donations		\$
Other		\$

Expenses	
Venue	\$
Equipment Rental	\$
Hospitality & Decor	\$
Administration Costs	\$
Reimbursement of any advance	\$
Other	\$

Total Expenses	\$
Net Income	\$