



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 October 31st. of the year following the award of the grant.

Completed applications must be mailed, faxed or e-mailed **by September 30th** so that the Board can award these grants at its Annual General Meeting in October.

Mailing Instructions:

Send completed applications to:

Club Grants for SI Canadian Clubs
BJ Gallagher,
Manager, Grants for Clubs,
R.R. # 2
Boyle, AB, T0A 0M0
Tel. #: B: 780-623-8141
H: 780-525-2474
e-mail:bjgal@telus.net

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 Winnipeg.

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 within 30 days of the cancellation. Should a project date require an extension beyond the deadline of October 31st 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.



SOROPTIMIST FOUNDATION OF CANADA

SFC CANADIAN SI CLUB GRANT APPLICATION FORM

CLUB NAME: _____ **YEAR OF CHARTER:** _____

CLUB PRESIDENT: _____

CONTACT INFORMATION: PHONE: _____ **FAX:** _____

E-MAIL: _____ **POSTAL ADDRESS:** _____

PROGRAM CHAIR: _____

CONTACT INFORMATION: PHONE: _____ **FAX:** _____

E-MAIL: _____ **POSTAL ADDRESS:** _____

TARGET AUDIENCE: _____

FOCUS OF PROGRAM: _____

TITLE OF PROGRAM: _____

DETAILS OF THE PROGRAM: E.G. IF A WORKSHOP, SPEAKERS AND/OR DISPLAYS ARE PLANNED

PROPOSED SFC ACKNOWLEDGEMENT: A) IN EVENT PROMOTION: _____

B) AT EVENT: _____

VENUE: _____

MEALS OR REFRESHMENTS PLANNED: _____

COMMUNITY PARTNERS: _____

OTHER PERTINENT COMMENTS ABOUT THE PROGRAM: _____

SIGNED: _____ **DATE:** _____

CLUB PRESIDENT

Attach proposed budget and submit by September 30th.

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: _____ **FAX:** _____

E-MAIL: _____ **POSTAL ADDRESS:** _____

PROGRAM CHAIR: _____

CONTACT INFORMATION: PHONE: _____ **FAX:** _____

E-MAIL: _____ **POSTAL ADDRESS:** _____

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 PRPMOTING EVENT _____

B) DURING EVENT? _____

VENUE: _____

MEALS OR REFRESHMENTS: _____

PARTNERS: (DESCRIBE HOW THE PARTNERSHIP FUNCTIONNED 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
B. J. Gallagher,
Manager, Grants for Clubs,
R.R. # 2,
Boyle, AB, T0A 0M0,
Tel. #: 780-623-8141
Fax #: 780-525-2427
e-mail: bjgal@telus.net

SFC CANADIAN SI CLUB GRANT FINAL FINANCIAL REPORT

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		
		\$