



SOROPTIMIST FOUNDATION OF CANADA

www.soroptimistfoundation.ca

APPLICATION INFORMATION AND ELIGIBILITY

The Soroptimist Foundation Of Canada offers \$1,000.00 grants to 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 emailed **by September 30th** so that the Board can award these grants at its Annual General Meeting in October..

Mailing Instructions:

Send completed applications to:
Chair, Soroptimist Foundation of Canada
c/o Corinne Rivers
13311 Yonge St. Suite 104
Richmond Hill ON L4E 3L6
E-mail: corinne@cmrlaw.ca
Fax to Corinne Rivers at 905-773-9927

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 Chair within two months after the function.** It shall include a financial statement of the revenues and expenditures. If your function made money please indicate what you are doing with it. 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 the 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 the any balance of the grant funds.

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

BUDGET

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

APPLICATION FORM

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

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

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

PROGRAM: LENGTH _____ **DATE** _____ **TIME** _____
ALTERNATE DATE: _____

TARGET AUDIENCE: _____

FOCUS OF PROGRAM: _____

TITLE OF THE PROGRAM: _____

DETAILS OF THE PROGRAM: e.g. if a workshop, speakers and/or displays are planned

PROPOSED SFC ACKNOWLEDGMENT: 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.



SOROPTIMIST FOUNDATION OF CANADA

**AFTER PROJECT
CLUB GRANT REPORT FORM**

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

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

PROGRAM CHAIR: _____
CONTACT INFORMATION: PHONE _____ **FAX** _____
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 PROMOTING
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 in planning programs as this information goes into the members resource section of our website.

Signed: _____

Date: _____

Club President

SEND COMPLETED REPORT FORM WITHIN 60 DAYS TO:

Chair, Soroptimist Foundation of Canada
c/o Corinne Rivers,
C M R LAW OFFICE
13311 Yonge Street, Unit 104
Richmond Hill, Ontario
Canada L4E 3L6
905-773-9911 FAX 773-9927
e-mail: Corinne@cmrlaw.ca

FINAL FINANCIAL REPORT

INCOME	SOURCE	AMOUNT
Grant	SFC	\$1000.00 (up to)
Donations		\$
Sponsors		\$
Admission Fee or Donation		\$
Other		\$
TOTAL INCOME		\$
EXPENSES		
Venue		\$
Equipment Rental		\$
Hospitality and Décor		\$
Administrative Costs i.e. (paper, copies, labels, kits, name badges, etc)		\$
Reimbursements (if any)		\$
Other		\$
TOTAL EXPENSES		\$
NET INCOME		\$