

GRANT APPLICATION FORM

THE LORNE AND EVELYN JOHNSON FOUNDATION

Date of Application: _____ Application Received Date: _____
Complete applications must be received by email on or before March 1st, 2019

ORGANIZATION INFORMATION

Name of Organization: _____

Fiscal Year Start Date: _____ Fiscal Year End Date: _____

Date of Incorporation: _____

Department of National Revenue Taxation Charity Registration Number

(Required: If not registered, name a formal partner with charitable status. A formal agreement is required as part of a complete application)

Legal Name for Grant Cheque (if different from above):

Organization Mailing Address: _____

City/Town: _____ Postal Code: _____

Organization Website: _____

Brief Statement of Organizations Objectives:

List of Officers and Directors:

Principle Sources of Funding (identify if government or private and if confirmed or pending):

ORGANIZATION INFORMATION continued...

Relationship to the United Way (*maximum 25 words*):

CONTACT PERSON'S INFORMATION

Contact Person's Name: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Position in Organization: _____

Phone Number: _____ Alternate Phone #: _____

Email Address: _____

REQUEST DETAIL

Type of Application:

Capital Grant Major Equipment Grant Special Grant: Project
Operational

Project Location: _____

(*Not applicable for Operational requests.*)

Project Start Date: _____ Project End Date: _____

(*Not applicable for Operational requests.*)

Requested Grant Amount: \$ _____

Total Project Budget Amount or Annual Operating Budget: \$ _____

(NOTE: as per the application checklist, if a Capital, Equipment, or Special Grant Project request, a completed Grant Budget Form must be attached to the application.)

Is the grant request part of a fund-raising campaign: No Yes

If yes, describe the fund-raising campaign objective (*maximum 25 words*):

REQUEST DETAIL continued...

Project Description or Purpose of Grant

Complete the following sentence (*maximum 50 words*): “This project is to...”:

For a **Capital Grant** provide details of the cost of building or facilities, how estimated, whether land costs etc. are included, and details of existing indebtedness. Attach any quotes that might be available (*maximum 50 words*):

For a **Major Equipment Grant** give a complete description of the activities or services to be provided. Attach any quotes that might be available (*maximum 50 words*):

For a **Special Grant** give a complete description of the activities or services to be provided (*maximum 50 words*):

REQUEST DETAIL continued...

Describe the intended outcomes from the use of the grant and how those outcomes align with the Johnsons and the Regina Spirit (*maximum 100 words*):

How will you know if you have achieved these outcomes? (*maximum 50 words*):

The Lorne and Evelyn Johnson Recognition opportunities:

RELEASE OF INFORMATION

The Lorne and Evelyn Johnson Foundation (LEJF) is required to report on the grants it disburses. The name of each grant recipient and, if applicable, its partner for registered charity purposes; community; project description; and amount of the grant are made known publicly. It is mandatory for the applicant to check beside the statement below in order for LEJF to process the application.

I authorize the LEJF and SSCF to publicly release the organization’s name, community, project description and amount of the approved grant.

The LEJF frequently communicates information regarding the agency’s programs and activities. In compliance with the Canadian Anti-Spam Legislation in effect July 1st, 2014, the LEJF and SSCF would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the LEJF and SSCF to include your organization in its communications. If the statement is not checked, your contact information will not be included.

I authorize the LEJF and SSCF to use my organization’s name, email address and mailing address to provide it with information distributed by the agency.

DECLARATION

I, the undersigned:

- Accept the conditions of this program and declare:
 - I have read and understand the guidelines and criteria for this program
 - The applicant is in compliance with the program’s eligibility requirements.
- Understand:
 - Officials from the LEJF and SSCF:
 - May request additional information beyond that included in this application.
 - Will, at their discretion, confer with representatives of funders that may provide financial support to the applicant on any matter of mutual interest regarding the applicant.
 - Will rely on third-party review and assessment as part of its due diligence.
 - If eligible, may consider the application for funding from other LEJF grant programs.

This application may not be funded for the full amount requested.
If this application is successful, funds will be released as per the guidelines.

By means of this declaration, the organization agrees to spend any funds received only for the purposes described and approved; and to comply with all reporting requirements. Any unused portion of the grant must be returned to The Lorne and Evelyn Johnson Foundation.

If there is a partnership with a registered charity for eligibility purposes, in addition to a formal agreement, that partner must also complete and sign this declaration form.

Signature

Name of Contact Person

Position in Organization

Date

Name of Partner Organization (*if applicable*)

Name of Partner Organization’s Representative

Signature of Partner Organization’s Representative

Representative’s Position in Partner Organization

APPLICATION CHECKLIST

The administration of The Lorne and Evelyn Johnson Foundation is carried out in conjunction with the South Saskatchewan Community Foundation (SSCF). To be considered a complete application, the following documentation as attachments must be received at grants@sscf.ca by the deadline:

- **Completed and signed Application Form**
- **Completed Grant Budget Form for Capital, Equipment or Special Project requests (proposed budget section – revenues & expenses must equal)**
- **Most recent financial statements (preferably audited if the organization has been in existence for more than one year)**
- **Annual Report, if available**
- **Agreement with partner (re. charitable status), if applicable**
- **All pertinent material the applicant feels will help in the evaluation of the application**