

Cumberland Child and Youth Foundation

Criteria for Applying for a Grant

Because this fund is limited, it must be used effectively and only one application per organization/group per year. Projects seeking funding must meet criteria as indicated below:

- Address one or more of our commitments, which can be found on our website, <http://www.cumberlandchild.ca>
- Promote the provision of excellent child, youth and family services
- Be of set duration
- Funds are available for non-profit and not-for-profit groups. Individuals are not eligible to apply.

Funding will **not** be provided for:

- Fundraising
- Projects which duplicate existing community services or programs
- For-profit organizations and Government Departments or Agencies
- Wages
- Sporting events including tournaments, uniforms, etc.
- Facility/building maintenance

Applicants must ensure that all information is complete and inclusive and meets the deadline as stated. Successful applicants will be asked to attend our Annual General Meeting in the Spring in order to sign a letter of agreement and receive their funds. Applicants may be asked to provide a brief overview of their proposed project to those in attendance. The grant will be awarded in two installments, with a mid-term report required prior to the second installment.

In the event that the project is not completed or all allocated funds are not exhausted, it is the responsibility of successful applicant to return unused money to the Cumberland Child and Youth Foundation.

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Application Form

Project Name:

Group/Organization Name:

Contact Person:

Title:

Mailing Address:

Telephone Number:

Home:

Work:

Email Address:

Is this a non-profit or charitable group?

Yes

No

Please describe all sources of funding for your project:

If approved, what will be the project start and end dates?

Start Date:

End Date:

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Project Information

Please provide the information requested below with as much detail as possible to help the Cumberland Child Advocacy Association evaluate and consider your project.

1. What is the project?

2. Who is the target group for your project?

3. Where will your project take place?

4. How long is this project expected to last? Will it continue after this funding is finished? If yes, how?

5. What is the goal of your project? What do you want to do? Will there be a positive change in the community as a result of this project?

6. How will you know if you made a difference? What is your evaluation plan?

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7. What will be your timeline for reporting in writing to CCYF?
A mid-term report is required before the second installment is issued.

8. Please explain the possible sustainability of this project, if applicable.

Budget Request

Expense Items _____

Travel _____

Operating Expenses:

- **Advertising** _____
- **Photocopying** _____
- **Printing** _____
- **Postage** _____
- **Equipment/Rentals** _____
- **Space Rental** _____

Registration Fee _____

Other: Please Specify _____

Total Cost of Project _____

Cumberland Child and Youth Foundation

Income:

Funding from other sources:

Requested funding from CCYF:

Other:

Signature of Applicants:

Signature of Chair:

Signature of Group Member:

Please Print Name:

Please Print Name:

Dated: _____

Dated: _____

Completed applications should be mailed to:

**Awards Committee
Cumberland Child Youth Foundation,
PO Box 126, Amherst,
Nova Scotia
B4H 3Y6**

Note: Deadline for applications is March 15

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