

## Application Checklist

### INCLUDE THE COMPLETED APPLICATION CHECKLIST WITH THE ORIGINAL APPLICATION

- read and understood the Terms of Reference for the grant program applied for, the Letter of Agreement (successful applicants are required to sign)?
- answered all questions legibly and completely? (check to be certain – where no answer is necessary or applicable, write N/A)
- attached a list of your Board of Directors, including names, titles, phone numbers and/or email addresses?
- attached a copy of the minutes of the Board meeting at which your Executive approved making this application for grant funding?
- attached copies of audited financial statements for the last two fiscal years or, if your group is newer than that, your most recent official financial statements?
- accurately described your organization’s objectives and services?
- disclosed any past grant funding relationship with the City?
- attached a brief (maximum 3 page) summary including
  - the need the proposed program is designed to meet?
  - the population it will serve?
  - the amount of community support for the program; **support letters attached?**
  - agencies providing similar services & how you will cooperate with them; **support letters attached?**
  - other sources of funding your organization is pursuing or anticipating? For an **emergency grant**, a detailed business plan, outlining how more permanent funding will be sought, is required.
  - Measurable performance targets and target dates for implementation & distribution?
  - how your proposal fits within the social policy framework of the OCP (with number reference to specific policies)?
  - additional information as needed?
- completed the “Proposed Program Budget” included in the application ?
- had the application signed and dated by two of your Directors?
- three written quotes (if request is for equipment, publishing, renovations etc.)
- if the organization is not a registered charity; **must** have spoken with Central Okanagan Foundation regarding a Sponsor Agency and Canada Revenue Agency’s guidelines.
- kept copies of all documents submitted for your records?
- copies of all documents sent electronically to [cheryl@centralokanaganfoundation.org](mailto:cheryl@centralokanaganfoundation.org)

IF YOU HAVE DONE ALL THE ABOVE; YOU ARE READY TO SUBMIT **ONE ORIGINAL OF ALL DOCUMENTS WITH COMPLETED CHECKLIST ATTACHED; PLUS SEVEN ADDITIONAL COPIES OF ALL DOCUMENTS**. Grant Applications for Community Social Development and To Address the Sexual Exploitation of Youth **MUST** be submitted by the last Friday in February at 3:30 p.m.