

Application checklist



Ready to apply? Here is a checklist of everything you will need to complete your application form:

- The legal name of your organization, your registration number (if applicable), a main contact name, mailing address and email address.
- Your organization's mission and purpose.
- The year your organization was founded.
- The name of your project.
- An overall description of the project (include as much detail as possible).*
- The start and end date of the project.
- A specific description of how the funds will be used.
- The total project budget (including the amount in your grant application + any other costs).
- The required financial documents.
- A list of other project funding confirmed or expected, and the total funds raised to date.
- The number of children or youth that will benefit.
- The age of the children that will benefit.
- A description of the group(s) that will benefit.
- A list of your board of directors and their occupations.
- The number of paid employees that work for your organization.
- The number of active volunteers.
- A description of how your project addresses an existing need, and a description of the impact the project will have.
- The predicted outcomes and indicators you will use to measure the success of your project.

*** Your project description should do the following:**

- Describe your project, indicating how it's community-based, community-driven or if it relies on community resources.
- Outline capacity-building activities such as program costs, purchasing or construction of new equipment or facilities, or hiring/training staff.
- Identify resources, other funding sources, clear objectives, skills and the experience of team members.