



Boissevain and Morton FOUNDATION

If you have any questions please contact
Raylene Conway-Smith, Executive Director

Boissevain and Morton Foundation
Box 1075, Boissevain, Manitoba R0K 0E0
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GRANT APPLICATION GUIDELINES

The objectives of the Boissevain and Morton Foundation are:

- a) To support family well being;
- b) To promote the development of children, youth and senior programs;
- c) To assist and promote the arts, culture, heritage and sports activities;
- d) To advance education;
- e) To support and advance the provision of medical services;
- f) To support the enhancement & protection of the environment;
- g) To support social programs;
- h) To support and advance other community activities or facilities of a charitable nature.

Project proposals **NOT** eligible for funding are those that:

- a) Support day-to-day operating expenses of established organizations or programs. (Examples include but are not limited to: building rent, utility payments, office supplies, staff salaries and wages, etc.)
- b) Purchases & expenses already incurred;
- c) Establish or add to endowment funds;
- d) Support religious organizations;
- e) Promote political activities or support advocacy initiatives;

In order to accomplish these objectives effectively and efficiently, the Foundation has developed a thorough review process for grant applications. The granting guidelines and application are as follows.

1. Name of Non-Profit Charity: _____
 Charity # _____ If not a registered charity, must complete and submit FORM B.
 Address: _____
 Email: _____

(Project must benefit primarily the people of the Municipality of Boissevain-Morton)

2. Project Description & Objectives: _____

Project Significance to Municipality of Boissevain-Morton: _____

3. Grants are awarded for **definite purposes** and for projects completed by August 31 of the following year.

Expected Completion Date: _____

4. All applicants will be required to complete a grant application form. **They must ALSO supply an audited financial statement or a most recent bank statement with a financial report (Form D), plus an itemized quote for the project along with the grant application.** A meeting with Foundation Directors may be required.

Amount Requested: _____

When are Funds Required: _____

Total Project Cost: _____

Has your organization applied for and/or received grants from any other sources for this specific project?

yes no If yes, please specify amount and source:

5. In the event your organization receives less than requested will you be able to continue with the project?

yes no If yes please elaborate:

Before funds are dispersed, successful applicants are required to:

- 1. Submit bills supporting their grant.
- 2. Submit a high resolution digital photo of the completed project (this photo may be used for future advertising).
- 3. Publicly recognize our contribution through signage at recipient's expense

TWO SIGNATURES REQUIRED.

(1) _____
 Contact name of applicant and title. _____
 Signature of applicant

Contact phone # _____ *Name and phone contact is mandatory to be considered for grant.*

(2) _____
 Executive representative name and title _____
 Signature of executive representative

A presentation of grants will be held November 17, 2022. We require 2 to 3 members from each organization requesting funding to be in attendance that evening.

Did you remember to include:

- Grant application (FORM A)
- Registered / Charity form (FORM B)
- Itemized quote of project (FORM C)
- Audited Financial statement
OR
most recent bank statement with FORM D
- Any other relevant supporting documents to enhance your application

Application Deadline:
October 5, 2022

Applications may be **mailed**, postmarked no later than the above application deadline and forward to the below address
OR dropped off before the deadline at
 Boissevain & Morton Foundation Inc.
 c/o Raylene Conway-Smith, Executive Director
 418 South Railway
 Box 1075, Boissevain, Manitoba R0K 0E0