



# 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  
Ph: 1-204-534-8161 E-mail: bmf1975@gmail.com

## GRANT APPLICATION GUIDELINES

**Note: Project must benefit the people of the Municipality of Boissevain-Morton**

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 or retire debt;
- 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: \_\_\_\_\_

2. Project Description & Objectives: \_\_\_\_\_

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Project Significance to Municipality of Boissevain-Morton: \_\_\_\_\_

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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) \_\_\_\_\_ Signature of applicant  
Contact name of applicant and title.
- Contact phone # \_\_\_\_\_ *Name and phone contact is mandatory to be considered for grant.*
- (2) \_\_\_\_\_ Signature of executive representative  
Executive representative name and title

**A presentation of grants will be held November 16, 2023. 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 4, 2023**

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