



GRANT APPLICATION GUIDELINE

(Read carefully before completing the Grant Application form.)

This Guide is designed to assist your organization in submitting an application to the Notary Foundation. It takes you through the form step by step, explaining each question and providing examples where relevant. We recognize the effort that goes into preparing grant applications and it is our intention to help you develop a complete submission with sufficient information for the Notary Foundation staff to make informed decisions to the Board of Governors.

Please remember that the same form is used for all applications regardless of project type, complexity or amount of the grant request. Therefore, the level of detail you provide should depend on the nature of the project. Some headings may not apply to your project. In those instances, simply indicate or mark the appropriate section with “N/A.” We encourage applicants to be brief but informative and using lay language.

The Grant Application form is computer-fillable for your convenience. It is designed to be printed on white, letter-size (8.5” x 11”) paper.

For further information

Rebecca Magallanes, Executive Assistant

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SECTION 1: COMPANY INFORMATION

1.1 CONTACT INFORMATION

- a) Provide the organization's full mailing address, including the postal code;
- b) Provide the organization's phone number, fax number, email and website, if applicable;
- c) Registered Business Number: this is the official business registration number issued to your organization by Canada Revenue Agency (CRA). It confirms your status as a registered charitable organization. It is a nine-digit number (xxxxx xxxRR). If there is any doubt about your status, contact CRA's Charities Client Assistance at 1.800.267.2384;
- d) BC Society Number: this is your organization's incorporation number under the Society Act of British Columbia. It starts with "S" followed by a space or dash and up to five digits (S xxxxx). To verify your incorporation number, contact the Societies and Cooperatives Branch of BC's Corporate and Personal Property Registries at 604.775.1046 (Lower Mainland) or 250.356.8676 (Victoria);
- e) If your application is being sponsored by another organization, provide the name, contact information, business and society registration numbers of the sponsoring organization; and
- f) Company Background: briefly summarize the main purpose of your organization; provide organization's date of establishment; its history and activities, the geographic area covered, and the diversity of the population served; include formal affiliations with other organizations.

1.2 ORGANIZATIONAL STRUCTURE

- a) Attach a list of the Board of Directors, including the name, address, telephone number, and occupation;
- b) Provide Chairperson's name, position, telephone number, and email;
- c) Provide the name, position, telephone, and email of the organization's senior staff member (typically the Executive Director). If the organization has no senior staff person, please mark the appropriate section with "N/A"; and
- d) Provide the name, position, telephone, and email of the person responsible for the project for which funding is requested. This person will be the primary contact for the Notary Foundation staff in the event that further information during the application review process is required. The Project Manager may be the Executive Director, another staff member or a volunteer.

1.3 MISSION STATEMENT AND/OR MANDATE

- a) Ensure that the project is consistent with the purposes designated in your organization's Constitution and Bylaws; and
- b) Include a copy of your most recent annual report, if necessary.



1.4 FINANCIAL INFORMATION

- a) State your organization's fiscal year (e.g. April 1 to March 31);
- b) Attach the following financial documents for your organization:
 - ✓ a full financial statement (preferably audited) for the most recent completed fiscal year including any statement of accumulated surplus or deficit;
 - ✓ your current operating budget with expenditures and revenues summarized on one page;
 - ✓ recent interim (monthly or quarterly) financial report comparing year-to-date actual to budgeted expenditures; and
 - ✓ a detailed copy of your project budget; and
- c) Indicate whether the expenditure and revenue of this project are part of your organization's operating budget for the current fiscal year.

1.5 PAST PROJECTS

Briefly describe past projects that your organization has successfully completed.

SECTION 2: PROJECT INFORMATION

2.1 PROJECT SUMMARY

- a) Provide a thorough description of the proposed project;
- b) Describe how you will involve the people expected to benefit from the project;
- c) Explain how your project demonstrates inclusiveness, values diversity, and cultural sensitivity in its approach;
- d) Outline the capability of your organization to conduct the project; and
- e) If the project is to develop resource material (audio visual, print, or other), provide the distribution plan.

If your request is for a lump sum to be applied to any items at the discretion of The Notary Foundation, simply leave the section "*Amount Requested from The Notary Foundation*" blank. Please note that your preference for allocation of Foundation funds will be taken into consideration. However, it is the Executive Officer's discretion to recommend allocation to the Notary Foundation's Board of Governors.

If funding is requested for particular items without specifying an amount, indicate those items with an asterisk shown under Project Expenditure, *Section 3.2, Page 10* of the Grant Application form.



2.2 PROJECT TIMELINE

Indicate the anticipated start to completion date of this project.

2.3 PROJECT BACKGROUND

- a) Describe how the idea of the project originated. Examples may include an inventory of community strengths and assets, a needs assessment, consultation and/or input from community leaders, other agencies and experts in the field;
- b) Identify the population to be reached and explain how they were consulted and included in the project;
- c) Tell us what background research you have undertaken; and
- d) If the project is to develop resource materials (audio visual, print, etc.), explain how you are assured that this resource is not already available.

2.4 GOALS AND OBJECTIVES

Define the overall goal(s) and specific objectives of the project. Objectives should reflect what you want to achieve.

2.5 PROJECTED RESULTS

State anticipated results.

2.6 DESCRIPTION OF PROPOSED STRATEGIES

- a) Describe what strategies you will use in order to achieve your objectives; and
- b) Provide details on areas such as:
 - methodology;
 - work schedule;
 - personnel;
 - geographic scope;
 - number of people to be reached;
 - promotion plans; and
 - other pertinent details.

2.7 NOTARY FOUNDATION'S STATUTORY MANDATE

- a) Explain how the project fits within the Notary Foundation's statutory mandate, which states as follows:

To provide the means for legal education, legal research, legal aid, education, and continuing education for Notaries and applicants for enrollment as Notaries; and to establish, operate, and maintain law libraries in the Province

- b) Confirm that the funds will be used in British Columbia.



SECTION 3: PROJECT FINANCIAL DETAILS

In completing this section, please consider the following:

- *It is essential to complete this summary although you may also attach a detailed budget, if necessary;*
- *Disregard headings that do not apply to your project; and*
- *Include copies of quotations or estimates for capital acquisitions.*

3.1 PROJECT REVENUE SOURCES

- a) List each source of anticipated income;
- b) Under “Assured”, indicate the amount that is confirmed at the time of the application;
- c) Under “Potential”, indicate the amount that has been requested but not approved, or in the case of fundraising, an anticipated amount;
- d) Total both Assured and Potential funding, and provide the name and telephone number of each funding representative involved in this project (see example shown below.); and
- e) Under “Organization’s Contributions”, separately indicate income from donations/fundraising and in-kind donations or volunteer time. Declare a cash value only on those in-kind donations for which you can clearly assess a market value.

Example:

PROJECT REVENUE SOURCES					
Sources of Revenue	Assured	Potential	Total	Contact	Telephone
Notary Foundation	\$0.00	\$5,000.00	\$5,000.00		
Organization's contributions:					
Cash (fundraising)	\$3,000.00	\$1,000.00	\$4,000.00		
In-kind gifts	\$1,000.00		\$1,000.00		
Volunteer time: 100 hours	\$0.00	\$0.00	\$0.00		
Ministry of Women's Equality	\$4,000.00	\$0.00	\$4,000.00	Mary Green	604-660-1111
Department of Heritage	\$0.00	\$1,000.00	\$1,000.00	Joe Smith	604-666-3333
Casino	\$3,000.00	\$5,000.00	\$8,000.00		
TOTAL REVENUE	\$11,000.00	\$12,000.00	\$23,000.00		

3.2 PROJECT EXPENDITURE

Provide details for each item, breaking out all costs and indicating the amounts requested from the Notary Foundation.



SECTION 4: ADDITIONAL PROJECT INFORMATION

4.1 COMMUNITY INVOLVEMENT

- a) Briefly describe any community involvement and/or collaboration with other organizations
- b) Indicate the degree of community support that exists; and
- c) Attach letters of support from community service groups, government representatives, or experts in the field who endorse the activity, or provide a list of references.

4.2 PROGRESS EVALUATION

- a) Explain how your organization will evaluate progress and specific goals;
- b) Describe when and how you plan to measure the success of the project in relation to its goals and objectives;
- c) Explain how this project's long and short-term goals will be recognized and met;
- d) Describe how you intend to involve participants in this evaluation
- e) Describe what evaluation method you plan to use; and
- f) State how information collected during this project will be used and whether you intend to share the results with other organizations that could benefit from your experience.

4.3 DISSEMINATION PLAN

If applicable, describe how the lessons learned from the project or resource materials from the project will be disseminated.

4.4 FUTURE FUNDING PLANS

If there is a project that will continue to require funding once the grant ends, indicate what action you have taken or strategy you have developed to secure future funding.



SECTION 5: SIGNATURES

The application is to be signed by both the senior staff person and the representative of the Board with signing authority, preferably the Chairperson. If the Chairperson is unable to sign, indicate the Board position of the authorized representative signing on behalf of the Board of Directors.

Be sure you have enclosed all required attachments and retained a full copy of your application for your files. Return completed application by mail (facsimile copies are not acceptable) to:

**The Notary Foundation of British Columbia
Suite 1220, 625 Howe Street
PO Box 44
Vancouver, BC V6C 2T6**