

New Brunswick Children's Foundation

Instruction & Checklist for Grant Application

This checklist is provided to assist you in completing the Application form.

Begin by printing this checklist. Then return to the Application page to save the form to your pc/ computer so you can fill-in the form.

Please ensure you have checked all the items listed below, and then include this checklist with your application when you mail it to the Foundation office.

Many people ask to email the application directly to the Foundation to save time. There are two reasons why we require you to mail it –

- a. All applications must have valid signatures of two Principal Officers to make it legal, and
- b. There are a number of other documents that we require (*see item 3 below*) that may not be available in electronic media.

1. Your Organization must meet the following criteria in order to apply for a grant:

- All grants must assist children of New Brunswick who are 18 years and under. Children being assisted by a grant must come from low-income families and/ or children with special needs.
- A **maximum of 75%** of your project/ program will be considered for a grant. The remaining **25% must be fundraised from non-government sources.**

2. Application Guidelines:

- All applications must be typed, on single-sided 8.5x11paper with form completed in full. We do not conduct interviews and judge the merit of your request on the information provided in the application.
- Provide all the requested documents with the application. Should a document not be available, please include a note to that effect. Ex. Most recent Audit.
- Two principal Officers of your organization must sign the application where indicated.
- An organization may submit one application per the Foundations' fiscal year. Ex. April 1 current year to March 31 of next year

3. Additional Documents Requested:

These attachments are important, without which, we are unable to make a proper assessment of your requirement.

A brief project/ program narrative, including

- A **clear and concise description** of the project or program. (Only five or six lines are requested.) If you want to elaborate with greater detail, use an additional page.

- Include Objectives, number of Staff required, Facilities, Length of time program has been in operation & its history. Contractor estimates, if applicable.
- And, any other information you feel would be beneficial.
- Your organization's last annual meeting minutes
- Your most current monthly or quarterly Financial Statements available.
- Your most current Audited Financials or Review of Engagement statements (Include note to advise us, should these documents not be available.)
- Most current Organizational budget.

4. Application Deadline Dates:

1. The Foundation's Board of Directors meet quarterly, in the "award" months to assess applications and to award funds.
2. Applications must be submitted no later than sixty days (two months) in advance of an award month.

<u>Award Month</u>	<u>Deadline for Applications</u>
February	December 1
May	March 1
August	June 1
November	September 1

NOTES

- o To discuss your organization's project/ program's eligibility, you may contact our Office Administrator. Contact: email info@nbchildren.com or telephone (506) 635-1260.
- o The Executive Committee will consider your application then submit it to the Board for approval. The Board considers all applications on their own merit. No interview or presentations are held. Be **clear and concise** as it is the only information by which the Board basis its decision. Our Office Administrator will contact you if clarification is required.
- o All Applicants will be advised of the Board's decision regarding their application, with no explanation, during the last week of the award month.
- o Members of **Provincial or Municipal Governments organizations** seeking to have an application considered must accompany the application with a letter of approval from the Provincial or Municipal Executive responsible for your department.

Print this page by Clicking on *File*, then *Print*. Return to Application page by clicking the link below.

Close this page by clicking on the "X" to return to the website

