

**NEW GRANT APPLICATION FORM**

 **DEADLINE FOR SUBMISSION DECEMBER 1, 2022**

**ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY BY THE DEADLINE TO:** **danielle@partageaction.ca**

IMPORTANT NOTE: We will follow a two-step application process for new community organisations who have never received funding from Community Shares.

Step 1: Fill out the table below, then provide a brief description of your project or organisation, and the needs it meets in the West Island.

Step 2: If your organisation or project is retained for further analysis, we will contact you for more information and follow-up documentation.

|  |  |
| --- | --- |
| Organization name: |  |
| Year the organization was founded: |  |
| Executive Director or person in charge: |  |
| Telephone number: |  |
| Address (main office): |  |
| City: |  |
| Postal code: |  |
| Email address: |  |
| Charitable organization’s Registration Number (Canadian Revenue Agency CRA #): |  |
| Total budget for the last fiscal year: |  |
| Total expenses for the last fiscal year: |  |
| Total number of people who used your services last year; percentage of West Island residents |  |
| Please state your top 5 sources of funding (if applicable): |  |

**Tell us about your organisation:** What is your mission? What are your programs and services? Do you have any special projects? How many people turn for help every year? Do you have a waitlist? What would you use the funding for? Do you collaborate with other community organisations? Etc. (2-page max!)