

FACE THE WORLD FOUNDATION

APPLICATION PROCEDURE

Note: Funding will only be provided to REGISTERED CHARITABLE ORGANIZATIONS. Please provide your charitable number in the space provided on the Application Form.

1. If your program falls within Face The World Foundation's "Giving Guidelines" (see below), please mail a brief cover letter along with a completed application form to:

**Selection Committee
Face The World Foundation
Suite 400 - 1681 Chestnut Street
Vancouver, BC V6J 4M6**

We do not accept applications via email. All applications must be mailed

FACE THE WORLD FOUNDATION CONSTITUTION

GIVING GUIDELINES

- a) to relieve poverty by providing counseling and financial, physical and educational assistance to those in need and to increase public awareness of the problems of those living in poverty in the lower mainland.
- b) to provide shelter to the homeless or the dispossessed and to increase public awareness of the problems of the homeless and the dispossessed within this community.
- c) to provide refuge, shelter, counseling and other assistance to the men, women and children of this community who have been victims of domestic violence or abuse, including sexual abuse, and to increase public awareness of the problems faced by such persons;
- d) to foster public awareness of our environment and the dangers that threaten our land, air, water, wildlife and fauna and to educate the public about ways in which these dangers can be reduced or eliminated;
- e) to advance education by establishing and maintaining advanced and continuing education programs for deserving individuals, by providing grants and scholarships for the purpose of study and research, by providing endowments to institutions of higher learning, by sponsoring public lecture programs, by funding visiting professorship programs, and by conducting and organizing symposia, educational courses, seminars, conferences and discussion forums;
- f) to promote health by conducting and sponsoring medical research, by building and maintaining hospitals and community medical clinics, and operation of hospitals and clinics;
- g) to give assistance, both financial and non financial, to other organizations for the purpose of supporting charitable programs and charitable activities that are compatible with the objects of the Society;
- h) to raise funds for the purposes of the Society through community appeals for funds and by receiving gifts, donations, legacies, bequests, memorial funds, endowments and similar gratuitous dispositions of money.

FACE THE WORLD FOUNDATION

PROCEDURES FOR SUBMITTING GRANT PROPOSALS

All proposals should be submitted on FTWF forms. Please do not reference attachments. Supplemental information of no more than three (3) pages, plus budgets and/or other financial information can be included. If you are requesting support for more than one project, please include separate budget for each. Please state clearly any materials to be returned.

Required Attachments

1. Financial Statements;
2. Revenue Canada letters certifying charity tax status;
3. Line Item Organization budget for fiscal year ;
4. Itemized list of sources of revenue for fiscal year -- individuals, foundations, corporate, government, churches, fees for service;
5. Line item project budget;
6. Itemized list of project sources of revenue;
7. Resume of Director;
8. Organization chart;
9. List of Board of Directors and their professional affiliations;

Submission of Grant Application

Submit **by mail** one copy of your grant application. Collate and staple only. Please do not place proposals in binders or folders.

Mail to: **Selection Committee**
 Face The World Foundation
 Suite 400 -1681 Chestnut St.
 Vancouver, BC V6J 4M6

Questions concerning application preparation may be directed to:

Telephone: 604-731-3455
Email: info@facetheworldfoundation.com

Appointments: Will be arranged as necessary with the principals of the organization and/or board members after all information is received and prior to submission of the proposal for funding consideration.

FACE THE WORLD FOUNDATION

APPLICATION FORM

Name of Organization: _____

Address: _____

Phone No.: _____ Contact Person: _____

Registered Charitable Number: _____

Specific Grant Request

Total Project Budget _____

Amount Requested _____

1. Period of Project: _____

2. Program Objectives (include schedule of accomplishments) _____

3. Results or status to date: _____

4. Expected results (immediate, long-range) _____

5. What is your fund-raising strategy for this project? _____

6. How will this project be funded after requested grant is expended? _____

7. Evaluation process -- How will results be determined and measured? _____

Administrative and Fiscal Data

1. Organization Budget, current fiscal year ending 20__ \$ _____

2. Organization Budget, previous fiscal year ending 20__ \$ _____

3. Number of paid staff: Full time _____ Part time _____

4. Volunteer hours contributed during last fiscal year and number of people: .

5. Salaries of the three top staff personnel per annum:

| Position | Amount |
|-----------|----------|
| (a) _____ | \$ _____ |
| (b) _____ | \$ _____ |
| (c) _____ | \$ _____ |

6. Revenue:

| | Current Fiscal Year 20__ | | Prior Fiscal Year ____ | |
|-------------|--------------------------|--------------|------------------------|--------------|
| | Amount | % of Revenue | Amount | % of Revenue |
| Government: | \$ _____ | _____ % | \$ _____ | _____ % |
| Private: | \$ _____ | _____ % | \$ _____ | _____ % |

Additional Comments:

I hereby certify that information contained in this proposal is correct and true:

Date

Agency Director

Date

Board President

FACE THE WORLD FOUNDATION

BUDGET FOR GRANT REQUEST (IF APPLICABLE)

| <u>Income Summary*</u> | Project Budget | % of Total Operation Budget |
|--|-----------------|--------------------------------|
| Private Sources | | |
| Foundations | \$ _____ | % _____ |
| United Way | \$ _____ | % _____ |
| Investment Income | \$ _____ | % _____ |
| Fund-raising projects | \$ _____ | % _____ |
| Individuals | \$ _____ | % _____ |
| Corporations | \$ _____ | % _____ |
| Fees | \$ _____ | % _____ |
| Other (specify) _____ | \$ _____ | % _____ |
| Total Private Revenue: | \$ _____ | % _____ |
| Government -- grants and contracts (specify) | | |
| _____ | \$ _____ | % _____ |
| _____ | \$ _____ | % _____ |
| _____ | \$ _____ | % _____ |
| _____ | \$ _____ | % _____ |
| Total Government Revenue: | \$ _____ | % _____ |
| Total Revenue: | \$ _____ | |
| Project Operation Expenses: | | |
| Personnel (salaries, taxes, employee benefits) | \$ _____ | |
| Professional services (legal, accounting) | \$ _____ | |
| Occupancy costs: Rent/Mortgage: \$ _____ | | |
| Utilities: \$ _____ | | |
| Total Occupancy Costs | \$ _____ | |
| Office supplies, postage | \$ _____ | |
| Printing | \$ _____ | |
| Telephone | \$ _____ | |
| Travel: Local \$ _____ | | |
| Other \$ _____ | | |
| Total Travel Costs | \$ _____ | |
| Conferences, meetings | \$ _____ | |
| Insurance | \$ _____ | |
| Equipment costs (low cost items not subject to depreciation) | \$ _____ | |
| Other (specify) _____ | \$ _____ | |
| Total Operating Budget | \$ _____ | |
| Excess of Income (loss) over Expenses | \$ _____ | |

**Note: In-kind contributions are not considered as income*