



# CFAX SANTAS ANONYMOUS



## Request For Applications – Special Grants Program

CFAX Santas Anonymous Society is one of Greater Victoria's longest running children's charities, working diligently to serve families with children in need. The Society's goals are accomplished primarily through the delivery of its annual Christmas Hamper program and a Special Grants program that funds community-based projects and programs. More information on the Society can be found at [cfaxsantas.com](http://cfaxsantas.com).

### The Special Grants Program

The mandate of the Special Grants program is to fund projects and programs that support children, youth (ages 17 and under), and families in the Capital Regional District. Only projects that fall within these objectives will be considered.

Following receipt of the grant funding and completion of the project or program, applicants are required to submit a final report to the Society.

Please note that the Society reserves the right to share the information contained in an application with other members of the Greater Victoria Funders' Network, enabling members to jointly determine shared priorities and maximize the effectiveness of funding efforts.

### Eligibility

Applications may be submitted by private citizens, schools, and registered charities (as defined by the Canada Revenue Agency). In the latter case, the organization's charitable status must be verified to be in good standing.

If an applicant has previously received a grant, a final report must have been received prior to submission of a new application. Applicants are limited to one submission per granting period.

### Questions and Clarifications

All questions and requests for clarification must be submitted via e-mail to [christine.hewitt@bellmedia.ca](mailto:christine.hewitt@bellmedia.ca) by **Monday, June 12, 2017, at 4pm Pacific Time**. Answers that clarify the Request For Application will be distributed to all applicants via e-mail. Answers pertaining to the content of individual applications will be held in confidence.

### Application Deadline

Applications must be received at the offices of CFXA Santas Anonymous Society by **Friday, June 15, 2017, at 4:00pm Pacific Time**. Submissions received after the deadline will be returned unopened.

1420 Broad Street, Victoria BC V8W 2B1  
250-920-4644  
[Christine.Hewitt@bellmedia.ca](mailto:Christine.Hewitt@bellmedia.ca)



[cfaxsantas.com](http://cfaxsantas.com)



Charitable # 0594135-09-28

## Submission Criteria

Applications must be submitted on letter-size (8.5"x11") paper, with a minimum of 3/4-inch margins and a sans-serif typeface equivalent to 10pt Arial (to maintain legibility). Submissions must include the following sections.

### Cover Letter (maximum of one page)

- A signed, one-page cover letter that introduces the applicant and organization, including:
  - Applicant's name and contact information (mailing address, phone number, and e-mail address)
  - Organization's name and Canada Revenue Agency ID number (if applicable)
  - Applicant's relationship to the organization (if applicable) and role in the project/program
  - A brief statement (one paragraph) of the project/program, including the amount of funding requested

### Project/Program Description (maximum of five pages)

Applications should include the following sections/titles in the order that they appear. Sections should include the recommended content, with additional detail as needed to make the case for funding.

- Introduction
  - An overview of the project/program and why the applicant believes it to be suitable for grant funding
- Background and Goals
  - Detail on the conditions leading to creation of the project/program
  - Anticipated opportunities and challenges
  - Primary, secondary, and tertiary goals that will be accomplished by the project/program's completion
- Approach and Methodology
  - The applicant's strategy for completion of the project or delivery of the program, including activity to date and future tasks that are contingent upon receipt of funding
- Grant Request
  - A formal statement of the funding being requested from the Special Grants program
  - Justification of the funding request via discussion of the project budget attached in Appendix A
  - Indication of other sources from which funding has been sought
- Additional Information
  - Additional details not captured within other sections (if required)

### Appendices

- Appendix A: Financial Information
  - A one-page budget outlining the total costs and sources of funding for the project/program
  - Audited financial statements for the previous fiscal year (**registered charities only**)
- Appendix B: Letter of Support
  - One letter of support from a contributing partner or sponsor may be included
  - This is **required** for funding requests in excess of \$20,000, and optional for all other submissions
- Appendix C: Supporting Material (maximum of 10 pages)
  - Supporting material (e.g. architectural plans, product brochures, information for similar programs) that is directly referenced within the written application (please keep supporting material to a reasonable length)

## Short-list Interviews

Applications will be evaluated by CFXA Santas Anonymous Society's Funding Committee and staff members, and finalists may be invited to interview with the Funding Committee or Executive Director. Interviewees will be requested to prepare and deliver a brief presentation on their projects/programs (criteria to be provided).

Short-listed applicants will be contacted by phone to arrange an interview date and time. Applicants who are not selected for the second stage of the selection process will receive written notice.

## Grant Application Schedule

- Application Period Begins: Friday, May 26, 2017
- Deadline for Questions: Monday, June 12, 2017 4pm Pacific Time
- Deadline for Applications: Thursday, June 15, 2017 4pm Pacific Time
- Announcement of Grant Awards: Wednesday, June 28, 2017

## Submission Instructions

Applications can be submitted in electronic or hardcopy formats.

### Electronic submissions

Email your completed application as a **single PDF file** to [christine.hewitt@bellmedia.ca](mailto:christine.hewitt@bellmedia.ca).

### Hardcopy

Submit **one (1) hardcopy** in a sealed envelope. Submissions can be mailed or couriered to the address provided below. Alternatively, you can deliver the package to 1420 Broad Street at any time in the day (24 hours). Your envelope will be time-stamped by the reception/security staff.

Submission envelopes should include the applicant's name, mailing address, and phone number, and should be addressed **exactly** as follows:

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Attention: Christine Hewitt  
CFAX Santas Anonymous Society  
1420 Broad Street  
Victoria, BC V8W 2B1

Re: Application for 2017 Special Grants Program

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Submissions that are received after the deadline will be returned unopened.