Canada Post Community Foundation / Fondation communautaire de Postes Canada

APPLICATION CHECKLIST

Ready to apply? Here is a checklist of everything you will need to complete your application form:

- The legal name of your organization, your registration number (if applicable), a main contact name, mailing address and email address

- Your organization's mission and purpose

- The year your organization was founded

- The name of your project

- An overall description of the project (include as much detail as possible)*

- The start and end date of the project

- A specific description of how the funds will be used

- The total project budget (including the amount in your grant application + any other costs)

- The required financial documents

- A list of other project funding confirmed or expected, and the total funds raised to date

- The number of children or youth that will benefit

- The age of the children that will benefit

- A description of the group(s) that will benefit

- A list of your Board of Directors and their occupations

- The number of paid employees that work for your organization

- The number of active volunteers

- A description of how your project addresses an existing need, and a description of the impact the project will have

- The predicted outcomes and indicators you will use to measure the success of your project

*Your project description should:

- Describe your project, indicating how it's community-based, community-driven or if it relies on community resources

- Outline capacity-building activities such program costs, purchasing or construction of new equipment or facilities, or hiring/training staff

- Identify resources, other funding sources, clear objectives, skills and the experience of team members

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