

Heritage Green Community Trust  
**GUIDELINES FOR GRANTSEEKERS**

**Introduction**

Grants are awarded by the Heritage Green Community Trust Fund on the following basis:

1. Annually;
2. Non-profit organization;
3. Projects **must** service the community of Upper Stoney Creek;
4. Supporting community based program in the areas of health and social services, art and culture, education, conservation and recreation;
5. Preference will be given to applications for funding which have the following objectives:
  - a) Enabling people to enrich and/or take greater control over their lives
  - b) Building effective community partnerships
  - c) Realizing a significant and sustainable result with a moderate amount of funding
  - d) Meeting and defining a need in the community
  - e) Providing evidence of support from other community organizations and funders
  - f) Demonstrating efficient and coordinated use of human and financial community resources
  - g) Demonstrates planning for continuation of the project beyond initial funding
  - h) Defining and adequately evaluating and measuring the outcomes
  - i) Ensuring the grant dollars are spent with maximum efficiency and long term impact.

Grants will not be made for the following purposes:

1. Financing or reducing operating and capital deficits;
2. To religious organizations unless the Upper Stoney Creek Community at large will benefit significantly;
3. To individuals;
4. Promoting political, religious, moral or ethical philosophies.

**Application Procedures**

1. Review the funding guidelines to ascertain eligibility for a grant.
2. If the proposal falls within the funding guidelines submit a written proposal using both the Grant Application Form and additional attachments.
3. Deliver completed application and accompanying materials by March 31<sup>st</sup>. Although applications will be accepted at any time, but delays may occur in issuing of grants if the deadline is not met.

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Applications will be accumulated for consideration during the year at various times. The Heritage Green Community Trust will acknowledge receipt of the application and may invite the applicant to address the Trustees on the merits of the project or may send a representative to make a site visit to better understand the project. Notification in writing of the Trustees decision will be given shortly after the review of the application. **Applicants receiving grants will be required to enter into an Agreement with the Trust setting out the terms of the award and a follow-up report is required within one year of the receipt of the grant from the Trust confirming how the grant was utilized.**

### **General Information Required in the Grant Application**

1. **Your group:**  
Provide information on your group.
  - Name, address, telephone numbers, contact persons
  - How long have you been working together as an organization?
  - Why did the group get started?
  - How is the group organized and how does the group ensure accountability?
  
2. **Your Project**  
What is your project? What are the needs that your project is trying to meet?
  - How do you know the need exists?
  - Will you be seeking other sources of funding?
  - When will the funds be required?
  - Why is your group best able to meet this need?
  
3. **Project objectives**  
What effect will the project have?
  - What are the project's main activities?
  - How will you measure the success of the project?
  
4. **Project activities**  
Describe what your group will be doing during the project.
  - What will happen during the project?
  - Why are these activities important?
  - Who will be working on the project?
  - What will they do?
  
5. **Evaluation**  
How will you know whether or not the project has been successful?

**6. Budget**

The budget should list all of the funding required to run the project and should include all expenses including (if applicable):

- salaries
- office supplies
- insurance
- printing expenses
- telephone and fax expenses

Provide details on the amount of funding required for the project.

- What are the project costs?
- What amount of grant are you seeking from the Trust?