



## APPLICATION GUIDELINES

The Community One Foundation (formerly the Lesbian & Gay Community Appeal Foundation) offers a variety of funding opportunities for groups, registered charities, and individuals in the Greater Metropolitan Toronto Area to meet the charitable interest of our donors and respond to community needs. These guidelines are designed to help you connect with resources that will help to activate and mobilize people to support and embrace the diversity of our communities in the areas of education, health, human rights, arts & culture, research and advocacy.

### MISSION OF THE FOUNDATION

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The Community One Foundation creates a strong, vibrant and diverse community by supporting individuals and groups that enhance the development of the LGBTTIQQ2 communities in the Greater Toronto Area (the “GTA”) including the Durham, Halton, Peel, and York regions.

### WHAT ARE COMMUNITY ONE FOUNDATION RAINBOW GRANTS?

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The Foundation supports projects and organizations serving the lesbian, gay, bisexual, transgendered, transsexual, intersexed, queer, questioning and two-spirited communities of the Greater Toronto Area (including Durham, York, Halton and Peel Regions) demonstrating a commitment to the mission of the Foundation as outlined above. The activities of the grant proposal must take place between April 1, 2010 and March 31, 2011. The Rainbow Grants Program is formerly known as LGCA Grants.

It is not the intention of the Rainbow Grants program to be an ongoing year to year funder of a project. However, we do respect that projects may take time to become self-sustaining or find other sources of funding. The Foundation prioritizes granting seed money to new or groundbreaking ideas that have a difficult time accessing funding through mainstream sources.

Grants may be made to individuals for projects that will have a demonstrable impact on the broader community.

Organizations, groups and individuals applying for the Community One Foundation's Rainbow Grants are encouraged to attend an information session prior to the deadline date to learn more about:

- Eligibility criteria;
- Accessing & completing the application forms
- Characteristics of eligible projects; and,
- Tips & hints.

Please contact the Foundation for full details, information sessions dates, grant guides, forms and applications for granting programs & awards, including the Access & Diversity Grants.

For projects that are limited to participation in or with Toronto's 2010 Pride Week Festival, applicants are directed to the Access & Diversity granting program maintained in partnership with Pride Toronto. The Access & Diversity Grant application process has separate guidelines. Applications for this program are available by Spring 2010.

## **PART A - COVER SHEET**

### **SECTION 1: APPLICANT CONTACT INFORMATION**

Please ensure the contact person is available between the submission of your application and notification of the result of the application. The contact person should be able to respond to questions about the project. Note that this contact is where you will receive all correspondence with respect to the application and its result.

It is the responsibility of the applicant to forward any information changes to the Foundation as soon as possible.

### **SECTION 2: FUNDING CATEGORY & AMOUNT REQUESTED**

Organizations are restricted to a total dollar request of \$5000 per organization (excluding partnerships and trusteeships). Multiple project requests are acceptable but the total dollar request should not exceed \$5000.

Identify if you are applying for a Foundation Grant or a General Fund Grant:

**FOUNDATION GRANTS** support projects run by charitable organizations or projects run by groups that are working with a charitable organization acting as a trustee.

Indicate whether the applicant is registered with the Canada Revenue Agency as a charity. Not all not-for-profit organizations are registered charities. If the applicant is a registered charity, fill in this section and include proof of charitable status with each application.

If you are working with a trustee, please complete Section 5 and include proof of trustee's charitable status with each application.

**GENERAL FUND GRANTS** support projects run by individuals or groups without charitable status or a trustee.

Indicate the category that your project falls into: Arts & Culture, Research, Education & Advocacy, or Health & Social. The category that you select is used to match your application with grant reviewers holding relevant experience or expertise.

**FOR BOTH FOUNDATION AND GENERAL FUND GRANTS** Identify the amount of the grant request. The Foundation is generally in a position to award only relatively modest amounts. A grant of \$5,000 for one project would be an exceptional situation. For example, in 2008, successful applications under the Foundation Grant stream received an average award of \$2,000. For General Fund Grants, the average amount awarded was \$800.

### **SECTION 3: PROJECT SUMMARY**

Generally, this section should outline the projects' activities, why the project is important and what you hope you achieve. There will be an opportunity to expand upon this in the Project Description section. The Project Summary should be 2 to 3 sentences maximum. Please do not write "See Application."

### **SECTION 4: WHO WILL BENEFIT**

Please select as many checkboxes as are appropriate.

The information is not used to evaluate the merit of individual projects, but to evidence overall that -when all awarded grants are considered- the Foundation is striking a balance between projects benefiting under-represented groups in the community.

### **SECTION 5: TRUSTEESHIPS**

#### **(FOR NON-REGISTERED CHARITIES SEEKING FOUNDATION GRANTS)**

Only complete this section if you are a non-registered charity with a charitable organization working with you as a trustee (sometimes known as a sponsoring organization).

If you are not a registered charity but have agreement from a registered charity to be the trustee for this project, please include the contact information for the person & trustee organization. The trustee will receive the cheque for the project if the application is successful. Proof of the trustee's charitable status must be included with each application.

Please note that the applicant organization is responsible for submitting all of the trustee documents listed required as part of a complete application.

## **SECTION 6: APPLICANT INFORMATION**

**ORGANIZATION / APPLICANT INFORMATION:** Please provide a brief summary of your group or organization including when it was established and a brief summary of its mission & goals. For individuals, please briefly describe your mission, goals and how you came to be active in the community in your specific area, craft or artistry. Please include particular challenges, issues or needs that you, your community and/or organization (if applicable) are facing.

## **SECTION 7: PROJECT INFORMATION**

This section should generally highlight why the project is needed and how you hope to achieve your goals. You should demonstrate how your project will have an impact on the community, that it has realistic goals and that you have other necessary resources to complete the project.

This section includes:

**PROJECT NAME:** Please provide a descriptive name for the project for which funds are being requested (this is not the name of the organization or individual applying for funding).

**PROJECT TIMEFRAME:** Please outline the anticipated start and end dates for the proposed activities. Grants can be made for projects of any length, but the activities of the grant proposal must take place between April 1, 2010 and March 31, 2011.

Funds are *not* intended for projects that will be almost complete by the time grants are awarded in April 2009. Funds are not intended for multi-year projects. Should the project continue beyond March 2010, please indicate the plan for funding into the new year.

**WHO WILL BENEFIT:** A clear description of who will benefit from the project and **how they will benefit** – remember the proposed project must have an impact on members within the LGBTTIQQ2 communities within the GTA (including Durham, Peel, Halton & York regions). Please provide us with an estimated number of community members/participants/clients/etc. that will benefit from the initiative.

**ADDITIONAL INFORMATION IN THE PROJECT DESCRIPTION:** Please include the following:

- A detailed outline or synopsis of the project including goals, main activities and who is leading or involved with the project;
- If applicable, please identify any service agencies or groups, collaborating on this proposed project and explain the nature of these partnerships
- What would happen to the proposed project if the Foundation awarded no funds or only partial funds to the project? This is seriously considered during the review process;
- How does this project support the mission of the Community One Foundation; and,

- Grant recipients must publicly acknowledge any funding awarded to them by the Foundation. Please specify how you would recognize or acknowledge that the Foundation awarded a grant to you/your organization.

Please do *not* submit any material you cannot afford to lose! The Foundation will not accept responsibility for returning any material such as slides, cd's, reprints, etc.

### **SECTION 8: PREVIOUS APPLICATIONS**

Please indicate whether any individuals or organizations involved in the proposed project have applied for funding from the Community One Foundation (formerly Lesbian & Gay Community Appeal Foundation) in the past 5 years – including any grants from the Foundation's Pride Grants Program. Please include project names, grant dates, and the result of the application including amounts awarded, if applicable.

### **SECTION 9: SIGNATURE**

Please ensure that this section is completed.

For groups or charitable organizations, the signatory should be a signing officer of the organization. Otherwise, signature should be the applicant.

The signature acts as certification that all of the information in the application is true and complete. It also certifies that if funds are awarded they will be used for the purposes described in this proposal and that the applicant will abide by the policies and requirements of the Foundation.

## **PART B - BUDGET TEMPLATE**

Please complete the Grant Application Budget template for the proposed project including all anticipated revenues, other sources of income & expenses. Include details for each budget line. Please see the Grant Application Budget template for more instructions.


### **WHAT COMMUNITY ONE FOUNDATION RAINBOW GRANTS WILL FUND**

Examples of eligible expenses can include, but are not limited to:

- Honoraria;
- Project dedicated space;
- Workshop supplies, materials, refreshments, etc.;
- Production of educational information & tools;
- Outreach, promotion & advocacy;
- Equipment rentals; and,
- Materials, printing & other marketing costs

## **WHAT COMMUNITY ONE FOUNDATION RAINBOW GRANTS WILL NOT FUND**

Examples of ineligible expenses include:

- Costs incurred in preparing the application;
  - Membership fees, tuition fees & other school expenses;
  - Fundraising;
  - Financial reserves;
  - Capital purchases or expenses;
  - Legal fees;
  - Travel including accommodation, vehicle rentals for the purpose of travel & per diem, etc. solely for the purpose of personal or professional development;
  - Ongoing/core operating expenses.
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## **ADDITIONAL INFORMATION**

### **LETTERS OF REFERENCE**

Please attached two (2) letters from individuals or organizations familiar with the applicant but not directly associated with the proposed project. The letters should speak to both the importance of the project and the ability of the applicant to complete the project. Please ensure that the letter includes the names, telephone numbers and email addresses of the reference letter writer.

### **SUPPLEMENTAL MATERIAL**

If any additional information or supplemental material will help grant reviewers understand the organization, its aims & activities or what the proposed project will look like, please include with your application. Examples of supplemental material can include brochures, videos, images, annual reports, brochures, CDs, etc.) Please be sure to include a list of the supplemental material including in the application on the checklist.

### **PROOF OF CHARITABLE STATUS**

First time applicants applying for a Foundation Fund category grant must submit proof of charitable status of their organization or their trustee organization.

### **CHECKLIST**

Use the checklist page as the final page of your application. Ensure each applicable checklist item is checked off, or the application will be deemed incomplete and will not be reviewed.

### **GENERAL GUIDELINES**

If filling out the form using *Microsoft Word 97* or higher.

Please also enclose all required attachments and supporting documents using the Document Checklist as a guide. If you are applying with a trustee, ensure that you have enclosed all pertinent information and forms for both your organization and the trustee organization.

Application may be typed or written in point form. Do not staple or bind your application. Applications are reviewed based on the contents of the submissions and not by the way the submissions are packaged.

If possible, when emailing the application, please include all documentation in one document.

If using traditional mail, please include three copies of the entire application including reference letters and supporting documents.

## **APPLICATION DEADLINE**

**Friday, January 15, 2010**

Late applications will not be accepted.  
Mailed applications should be postmarked no later than Tuesday, January 15, 2010.

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**APPLICATIONS CAN BE MAILED OR EMAILED TO**

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### **COMMUNITY ONE FOUNDATION**

(formerly the Lesbian & Gay Community Appeal Foundation)

PO Box 760 - Station F

Toronto, ON M4Y 2N6

or

**[grants@communityone.ca](mailto:grants@communityone.ca)**

Please keep a copy of the application for your records.

Please do not submit your only copies. The Foundation cannot return application materials.

For more information, please call 416-920-5422 or email [grants@communityone.ca](mailto:grants@communityone.ca).