



Part 1 - Letter of Intent and Budget Guidelines

We welcome the opportunity to review your Letter of Intent (LOI) for a grant from the Stark Family Fund through the Community Foundation for Kingston & Area (CFKA). The Stark Family Fund has a two-step application process. Part 1 involves completing the LOI and project budget. Selected organizations will then be invited to move to Part 2, filling out a full Application. **Please review these guidelines before completing the LOI. You must complete all sections.**

If you have questions about any part of the LOI or budget please contact our Grants Coordinator at grants@cfka.org or call the Foundation's office at 613.546.9696.

DEADLINE: Letters of Intent will be accepted until **4:30 pm** on the posted grants deadline (for 2017 this is January 16th). **Late or incomplete submissions will not be accepted.**

We are now accepting electronic submissions. These must be e-mailed in PDF with all required attachments as one document. We will notify you that we have received your submission. Ensure that you have received this notification. You may also still submit in hard copy and we now will require only one original and one photocopy.

ELIGIBILITY REQUIREMENTS: Ensure your organization meets all of the eligibility requirements as listed on the website. A summary of the criteria is listed below:

1. An applicant organization must be a registered charity, a municipality or be formally partnered with an organization that is either a charity registered with Canada Revenue Agency or a municipality.
2. The applicant organization must have a local Board of Directors, a local, well-defined accountable committee, or a local office with strong community involvement.
3. Projects must have a well-defined purpose and take place within one year of receiving the grant.
4. All Letters of Intent involving activities with primary and/or secondary students on school time must be accompanied by a Letter of Permission from the relevant School Board(s).
5. A completed Budget must be attached using the Stark Proposed Budget template available on the website.
6. **Any final reports that are due for previously completed projects must have been received by CFKA.**

Tips for Completing the Letter of Intent

- If possible, submit in advance of the deadline. If you do so, our Grants Coordinator will have time to review your submission and flag if anything is missing so you have time to get it to us before the deadline. Incomplete submissions will not be considered.
- Answer the questions clearly and concisely, and show your passion and excitement for the project. Remember you are trying to convince members of the Stark Family Fund Committee that you have a great project that meets a demonstrated community need, that it will have a positive impact on our community, and that your organization has the resources and ability to carry out the project.
- Point form answers are preferred, except in the project summary.
- Ensure you allow sufficient time to obtain the necessary signatures. All LOIs require signatures from two signing officers who have formal authority to legally bind your charitable organization. Or, if you are partnering with a registered charity or municipality to deliver this project, you need time to develop a formal written partnership agreement, and obtain the signature of an authorized individual on the required Confirmation of Partnership Agreement form.
- Before submitting your Letter of Intent, please check to ensure that all parts of the form are complete and that you have submitted all the required documentation (see checklist on page 5 of the LOI).
- Answer all questions and do not leave any blanks. Put "no" or "not applicable" or "zero" instead of leaving an empty space.
- Please limit your answers to the space provided in the boxes. Do not expand the box size.
- **Font size must be no smaller than Arial 9pt.**

Other Important Notes:

- If you are presently carrying out a project funded by CFKA, you may apply for a new grant for another project. All final reports are due no later than 30 days after completing a project. If you have any overdue final reports you may not apply for a new grant.
- Note that grant cheques are not given to successful organizations until approximately 3 months after the LOI deadline. CFKA funds cannot be used to fund parts of the project occurring before the grant is approved.

Elements of the Letter of Intent

Here are some points to consider as you answer the questions in the Letter of Intent form:

BUDGET (Section B2 and Budget Template):

- The amount of funding we have available each round fluctuates based on a three-year average of market returns. There is no set minimum or maximum that you may apply for. Historically, we have given grants as small as \$500 and in a few cases, some as big as \$25,000. Please ask for an amount that is appropriate for your project. We strongly encourage applicants to seek additional funding from other sources for their projects.
- The proposed project budget is a key part of your application so please make sure to fill it out, using the Stark Proposed Budget template. Please ensure all columns fit on one page.
- **LOIs that do not have a completed budget attached to all copies using the template provided will be considered incomplete.**
- Complete those fields on the budget form that apply to your project and put zero (0) for others so that every space is filled. Use the space along the right hand side of the form for explanatory notes if needed.
- **At least two written quotes from vendors/suppliers are required for all purchases over \$500.** Note that we have now clarified this to mean any single item that is over \$500 and quotes are no longer required for multiple items that add up to over \$500.
- Please make sure to provide detail about project revenue, whether it is in-kind revenue or funding from other sources. When listing funding from other sources, please be sure to indicate whether that funding is confirmed or pending.
- In-kind funding is when an item that might have required payment is covered in another way, such as a donation of time, space or equipment. **In-kind costs and in-kind revenue must be the same.** For example, you might list a facility rental as an in-kind cost of \$500 and then list the donation of the facility rental as an in-kind revenue of \$500 from its donor. Recording in-kind contributions this way helps show the value they bring to the project.
- **Your budget MUST balance (i.e. the total expenses and total revenues must match).**
- **The numbers in your project budget MUST match those quoted in section B2 of your LOI.**
- There must be no increase in the funding request amount between the LOI and Application stages.

Please contact the CFKA Grants Coordinator by email at grants@cfka.org or by phone 613.546.9696 if you have questions related to the budget.

FIELD OF INTEREST (Section B3):

- All projects must choose one field of interest. Your choice will not affect the success or funding of your project, we use it to track the nature of projects. Pick the one that best fits your project.

PROJECT SUMMARY (Section C2):

- Describe your project in 100 words or less. Project summaries are copied and circulated to committee and board members as well as potential donors. **Words over 100 will be cut out** and leave your sentences incomplete and unprofessional looking.
- Describe what your project will do, who will do it, what its' expected impact will be and explain exactly who will benefit.
- Be sure to explain how Stark Family Fund funds will specifically be used.
- If relevant, describe any similar projects or services already offered in the community, and explain how your project complements them, or how/why your project is unique.

RATIONALE:

Consider the following questions: How do you know this project is needed/ wanted? Why is this the best way to meet this need? Why is your organization the best one to carry it out?

TIMELINE:

You should have a work plan that includes the sequence of activities that will occur throughout the project. We do not want all details here, but we are expecting a demonstration that you have thought through the work plan from start to finish.

RESULTS/IMPACT:

What will you achieve through this project? Depending on the scope of your project, you may have only one objective or you may have several objectives. Expected changes/benefits of the project may vary in that you may see only a single change/benefit or you may envision several benefits. Please be specific in describing how the project will bring about these changes or benefits.

You should also be specific in identifying exactly who will benefit from this project. Is it a particular group of people or do you see this project as benefitting a broader segment of the population?

How will this project either enhance the quality of life for residents in our community or strengthen the infrastructure/capacity of your organization?

SUPPLEMENTARY MATERIAL:

- You may attach a maximum of two pages of supplementary material. This may include photos, stories, articles, letters of support, etc. and is purely optional. Two pages means one page two-sided or two one-sided pages. Any extra materials will be removed and will not be seen by reviewers.
- Do not include cover letters or title pages.
- Do not include answers to the questions covered in the LOI in your supplementary material.
- Budget forms, school board letters, partnership confirmation forms, quotes and other required attachments do not count towards your two pages of supplementary material.

Non-qualified donees partnering with registered charities or municipalities to carry out this project:

- The Community Foundation for Kingston & Area is a Canadian registered charitable public foundation. The Canada Revenue Agency (CRA) provides specific direction to Canadian registered charitable public foundations regarding grants and distributions to qualified donees as defined by the CRA. The Foundation is not permitted to

grant to organizations that do not meet the definition of a qualified donee. Non-qualified donees are organizations that are not registered with CRA and are not a municipality.

- If you are a non-qualified donee, but are a not-for-profit organization, you may partner with a qualified donee (registered charity or municipality) to carry out this project.
- In this case, the applicant and the charity/municipality must enter into a formal, written partnership agreement and you must fill out a [Confirmation of Partnership Agreement form](#) which must be attached to your LOI.
- It is the qualified donee (registered charity/municipality) that signs the Confirmation of Partnership Agreement form.
- The applying organization (non-qualified donee) must also attach a list of the board of directors, committee or volunteer group that qualifies you as having a local presence. This list will not be shared outside CFKA.
- The charitable purposes of both organizations must be a reasonable match.
- Applications from for-profit organizations will not be accepted.

Submissions may be made in hard copy or (NEW!) submitted electronically in PDF with all required attachments as one document.

If submitting electronically, ensure you receive an e-mail notifying you of receipt of your Letter of Intent.

If submitting in hard copy, include one original and one photocopy. Please note that handwritten submissions will not be considered.

Budget must be submitted using the template provided.

We encourage double-sided copies when possible.

**** Letters of Intent must be received not later than 4:30 pm on January 16th, 2017****

Incomplete or late submissions will not be accepted.

We will be in touch a few weeks after the LOI deadline to advise whether or not you are invited to advance to the second stage of the application process.