

Our Mandate

- Provide the resources and opportunity for **women and girls** to reach their full potential
- Work to provide access to education and training for **women and girls** to achieve and live their dreams
- Invest in Dreams through support and education that will provide the **women and girls** with economic empowerment

Please ensure that your project and application for funding are consistent with our mandate.

“Empowering Women and Girls in the community and throughout the world”

Soroptimist International of Calgary raises funds from numerous events held throughout the year.

Our Funding Committee will review applications for disbursement of these funds.

Funding for projects will be based on **the availability of funds**.

ONLY successful applicants will be notified.

Funding Criteria

- To receive consideration, your application for funding **must** be complete and meet the following criteria:
 - The project must **support the mandate** of Soroptimist International of Calgary.
 - Applications must be submitted using the Soroptimist **“Application for Funding”** with all required attachments.
 - The **submitted budget** for your project must include all sources of revenue, in-kind contributions and all anticipated expenses.
 - All approved projects must **acknowledge** that Soroptimist International of Calgary has provided funding for the project on all printed materials and publicity coverage.
 - **Volunteers** from your organization must be available for the applicable fundraising events, including casinos.
 - For project funding over \$10,000, a **final project report** is required within three months of completion of the project (reporting requirements will be provided when funds are released).
A **financial statement** must accompany the final project report.

How to Apply

Proposals **must include** a completed, signed and dated *Application for Funding* as well as:

- **Attachment 1:** Current Agency Financial Statements (Audited if available)
- **Attachment 2:** Detailed description of your project
- **Attachment 3:** Project Budget

Deadline: Application must be received by **January 30**.

Please submit a **complete funding application package via electronic file** (.pdf format) to:

Fund Disbursement Committee Chair
Soroptimist International of Calgary
Email: funding@soroptimistcalgary.org

Unsigned applications will NOT be accepted.



APPLICATION FOR FUNDING

**Please answer all questions and attach all required documents.
Applications must be complete to be considered.**

ORGANIZATION INFORMATION

| | |
|-----------------------------|--------------|
| Legal Name of Organization: | |
| Mailing Address: | |
| City: | Postal Code: |
| Phone: | Fax: |
| E-Mail: | Website: |

| | |
|-----------------------|-----------|
| Primary Contact Name: | Position: |
| Phone: | Fax: |
| E-Mail: | |

| Are you a Registered Charity? | |
|--|--|
| No | Yes, our Registration/Society Number is: |
| Attachment 1 Agency Financial Statements are provided | |

| Has your organization ever received funds from Soroptimist International of Calgary? | | |
|--|-------------------------------|---------|
| No | Yes, Provide year and amounts | |
| | Year | Amount: |
| | Year | Amount: |
| | Year | Amount: |
| | Year | Amount: |
| | Year | Amount: |
| | Total \$ | |



APPLICATION FOR FUNDING

PROJECT INFORMATION

| | | |
|---|----|--|
| Project Name: | | |
| Project Start Date: | | Project Completion Date: |
| Is this an ongoing project? | No | Yes |
| Please provide a one-page detailed description of your project. State objectives and anticipated outcomes. Clearly identify how this project relates to each of our mandates. Include brochures or written material that may be relevant. | | Attachment 2 Project Description provided |

| | | |
|-----------------------------------|---------|---|
| Funding requested from SI Calgary | Amount: | Attachment 3 Project Budget provided |
|-----------------------------------|---------|---|

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|-------------------------------|
| Date that funds are required: |
|-------------------------------|

| Do you anticipate funding for this project from any other sources? | | |
|--|--|-----------------|
| No | Yes, Provide name of funding agency and amount requested | |
| | Funding Agency 1 | Amount: |
| | Funding Agency 2 | Amount: |
| | Funding Agency 3 | Amount: |
| | Funding Agency 4 | Amount: |
| | Funding Agency 5 | Amount: |
| | | Total \$ |

| Successful applicants must acknowledge that Soroptimist International of Calgary has provided funding for this project on all printed materials and publicity coverage. Please describe how you will implement this requirement. |
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COMPLIANCE AND DECLARATION STATEMENT

The organization's President or Executive Director and one other individual with signing authority must complete this statement.

Legal Name of Organization

We are authorized representatives having legal and/or financial signing authority for the above agency/organization and agree with the following terms and conditions should funds be approved for our project.

1. The funds will be used solely for the purpose for which the funds were made available, or if the original purpose is varied, with the consent of Soroptimist International of Calgary. If all of the funds are not used for the purpose for which they were made available; Soroptimist International of Calgary may require the recipient to refund the surplus funds to Soroptimist International of Calgary.
2. If the recipient does not comply with the conditions on which the funds were made available, or if the information provided to obtain the funds is determined by Soroptimist International of Calgary to be false or misleading or inaccurate, Soroptimist International of Calgary may require the recipient to repay all or part of the funds. An amount that a recipient is required to repay to Soroptimist International of Calgary is a debt due to Soroptimist International of Calgary and may be recovered from the recipient by legal means.
3. This is to certify that to the best of my knowledge and belief, the information included in this report complies with the requirements and conditions as set out in the Soroptimist International of Calgary Mandate and Funding Criteria.

Signature

Signature

Position or Title

Position or Title

Print Name

Print Name

Date

Date