

Project Checklist

Getting Started	X	Date	Comments
Found the right grant for this project			
Printed out a copy of the grant's description, to refer to as you write your application			
Contacted the grant funder to identify what will make your application successful			
Have you answered these questions	X	Date	Comments
What issue is the project addressing?			
Why is the project important?			
Who will benefit from the project?			
How does the project fit with the funder's organization?			
What is the mission of your business/organization/community?			
What are your desired outcomes of the project?			
Can you explain the short and long term effects of the project?			
Where will the project take place?			
When will the project begin? When will it end?			
What expenses are eligible? Ineligible?			
Additional Documents (If Applicable)	X	Date	Comments
Proposed Project Timeline			
Proposed Project Budget			
Financial Statements			
Letters of Recommendation			
Examples of Previous Projects			

Glossary of Terms

Beneficiary / Donee / Grantee

A beneficiary, donee, or grantee receives funds from a foundation or corporate funding program.

Capital Expenditure

Pays for items that will have value after the current projects are completed. Usually, these are expensive items that can be used for several years. Examples include:

- Computers, printers and other physical technology
 - ◆ Software that runs on computers needs to be constantly updated and is, therefore, not usually included in "capital expenditures"
- Office equipment, furniture, or artistic tools/equipment
- Technical equipment and vehicles
- Land, buildings, and renovated spaces that are being leased

Charities

There are three types of charities in Canada: Private foundations, Public foundations, and Charitable organizations. While there are different characteristics of charities across Canada, no registered charities are permitted to engage in political activity.

Declining Grant

These are grants that are paid out over a longer period of time, that becomes smaller the longer it goes. An example would be a grant that starts out large to assist a company starting up, but reduces over time as the company begins to make more revenue.

Direct Project Costs

These costs pay for items and people needed for your project. A good way to think about them are as things that you can easily connect to a cost object. For example:

- Employee salary is a direct cost of having employees!
- The cost of a buying a pizza delivery truck is the direct cost of having a pizza delivery service
- The cost of travel to another location (including accommodation and meals) is the direct cost of doing business in places away from where you live.

Eligible Costs

These are activities or items that you are allowed to use the grant money for. You always want to make sure that you're only using the funding you receive for expenses that you're allowed to.

Grant

An award of funds that you do not have to pay back to a funder. They are given for you to undertake activities and achieve a defined project objective.

Indirect Project Costs

Also known as overhead or administrative charges, they are not as easily connected to a cost object. If you have to rent an office for you and your employees to work in, you might see something like this:

- Direct Costs:
 - ◆ Salaries
 - ◆ Rent
- Indirect Costs
 - ◆ Custodial services
 - ◆ Stationary

Loan

Funding that must be repaid. Sometimes this amount has to be paid back with interest. Sometimes you only have to pay back some of the loan. You should always make sure you know the full details of the loan, before you agree to anything.

Micro Grant

Grants that usually have one payment for a small-scale activity.

Non-Profit Organization

An association, club, or society that is operated exclusively for any purpose except profit. This contains a multitude of services, like: social welfare, legal help, shared activities, or recreation. Non-profit organizations are not charities. In Canada, a non-profit can be incorporated or unincorporated.

Operating Costs

These costs pay for things that assist in the day-to-day operations of an organization or business. Support for operating costs can also be called unrestricted grant or general support.

Professional Artist

Some grants for artists are only eligible for professionals. This definition is provided by the Canada Council for the Arts. A professional artist has specialized training in the artistic field (does not need to be from an academic institution); is recognized as a professional by their peers; is committed to devoting time to their artistic activity (if possible financially); and has a history of public presentation or publication.

Proposal

Proposals are written applications, usually accompanied by supporting documents. They are submitted directly to a funder to request a grant. Many funders do not use application forms, with questions to answer. Instead they require written proposals. Always contact the funder, to help you write your proposal.

Seed Money

A grant or contribution used to start a new project or organization. Meaning, this cannot help an established project or organization. Seed grants may cover salaries and other operating expenses of a new project.

Supplement Grant

This refers to additional funding applied to an approved grant.

Grant Calendar Template

Some grants take longer or shorter than 4 weeks to submit. This is just to provide a rough estimate of what steps you should (ideally) be at, as you progress through your application.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Week 1 -Find the grant that is right for your project -Contact the grant funder. Ask them any questions you have about the grant -Brainstorm ideas for your project							
Week 2 -Begin assembling any additional documents you need -Answer some basic questions. Why do you need the money? What will you do with it?							
Week 3 -Begin assembling your application -Fill out a budget template -Design a proposed timeline -Ensure your project matches the funder's goals as an organization							
Week 4 -Have a peer edit your application with you -Double check you have everything ready (and in the right order) to submit -Are you emailing or mailing the application? If mailing, ensure you have enough time for it to get there. -Submit your application! You're all done!							Grant Deadline!

Budget Template

	Item	Details	Amount	Amount Covered By Grant
Expenses				
Total Expenses				
Revenue				
Total Revenue				
Amount Requested from Grant Program				

