



Application For Grant

**Cultural Development
Programme**

Spring Fall Year

Applicant's Name

Please read the Cultural Development "information for applicants" summary before completing.

Type or print clearly. Please respond in the space provided, unless otherwise noted.

All aspects of the application must be completed to be considered by the Endowment Fund Committee.

Applying as: Individual Organization amount requested: \$

If applying as an Individual, please complete part **A**

If applying as an Organization, please move on to part **B**

Completed application forms and accompanying material must be received by **March 31** for the Spring and **September 30** for the Fall. *See page 8 for details.*

PART A APPLICANT INFORMATION (for individuals only)

Attach a current resume or curriculum vitae (CV)

Name:

Mailing Address:

Home Phone:

Work &/or Cell Phone:

Fax:

Email:

Website:

Occupation:

Date & Place of Birth:

Do you consider yourself a Japanese Canadian?

Provide brief background information about yourself, including past contributions to the Japanese Canadian community:

continue to part C



Applicant's Name

PART B1 APPLICANT INFORMATION (for organizations only)

Attach a copy of the organization's constitution, by-laws, and recent financial statement

Name of Organization:

Name of Executive Director or Contact Person:

Mailing Address:

Home Phone:

Work/Cell Phone:

Fax:

Email:

Website:

Type of Organization:

International

National

Regional

Local

Founding Date:

Indicate if the organization is incorporated or registered as non-profit:

Date of incorporation or registration:

Is the organization registered with Revenue Canada as a charitable organization?

Yes

No

Officers or Executive Committee members [name and phone number]

President:

Past-President:

Vice-President:

Secretary:

Treasurer:

Others:

Indicate the main purpose of the organization:



PART B2 APPLICANT INFORMATION (for organizations only)

What is the criteria for membership in the organization:

List any affiliations with other organizations:

In the space provided, please provide a brief history of the organization, including major events, past community involvement, and past contributions to the Japanese Canadian Community:



PART C PROJECT OR ACTIVITY FOR WHICH GRANT IS SOUGHT (for all applicants)

Briefly describe the proposed project or activity (you may attach one additional page for this section):

Briefly describe your goals for the project and how they are to be accomplished. Include proposed location, project start and completion dates, and plan of action. (You may attach one additional page for this section):

Is this a first time project or activity? Yes No

In the space provided, describe how the proposed project or activity differs from existing programs or activities in the community that address same or similar needs:



PART D BENEFITS TO THE COMMUNITY (for all applicants)

Explain how the grant project or activity will promote or develop Japanese Canadian Culture, including benefits to the Japanese Canadian community:

Indicate the projected audience & numbers:

PART E1 FUNDING AMOUNT AND USE (For All Applicants)

Provide a **very specific total budget** of the project or activity, clearly showing amount of funding requested (max. of \$5,000), how the grant will be used, and what other sources of funding have been secured, or will be sought. Use a separate sheet for details of the budget breakdown. ***None of the funds can be used for salary, fees or honoraria to individuals who are either applicants or members of associations making the application. *If the activity does not go ahead, the funds have to be returned. FAILURE TO PROVIDE A BUDGET WILL RESULT IN THE EXCLUSION OF THE APPLICATION FOR CONSIDERATION BY THE ENDOWMENT FUND COMMITTEE.**

BUDGET:

EXPENDITURES		REVENUES	
Salaries or fees	\$	Amount requested from CD	\$
Facility Rentals	\$	Cash Contribution	\$
Equipment Rentals	\$	Non-cash Contribution	\$
Consumable Materials	\$	Earned Income	\$
Travel and Transportation	\$	Other Grants or Revenues	\$
Other Costs (detail)	\$		
Total Costs	\$	Total Funds/Revenue	\$



PART E2 FUNDING AMOUNT AND USE (for all applicants) *continued*

Please describe other sources of funding which have been secured or are being pursued:

What provision will be made to complete the project or activity if funds contributed are less than the amount requested?

Have any previous grants been received from the NAJC or the Japanese Canadian Redress Foundation? If yes, please provide a description of the projects, amounts and dates when grants were received and indicate if a final report was filed with the NAJC upon completion of past projects:

PART F REFERENCES AND SUPPORT MATERIALS (FOR ALL APPLICANTS)

A letter of acknowledgement signed by a Board designate of the local NAJC member organization MUST accompany the application. To find the closest NAJC member organization, please visit www.najc.ca or contact the NAJC National Executive Office.

Where applicable, one copy of support materials, information or examples of work relevant to the application should be enclosed. Any additional information will assist the committee in evaluating the application.

PLEASE DO NOT SEND ORIGINALS OF SUPPORT MATERIALS. WE WILL RETURN SUPPORT MATERIALS ONLY TO THOSE APPLICANTS WHO PROVIDE A SELF-ADDRESSED STAMPED ENVELOPE. THE NAJC WILL ENDEAVOUR TO RETURN THIS MATERIAL TO THOSE APPLICANTS, BUT DOES NOT ASSUME ANY RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO ANY MATERIALS SUBMITTED BY THE APPLICANT.

Please list all support materials:



EXPECTATIONS OF AWARD RECIPIENTS

If a grant is awarded the Applicant agrees:

- to use the funds only for the purposes specified in this application
- to return any funds not used for these purposes to the NAJC Endowment Fund
- to advise the NAJC of any proposed changes in a project or activity and to obtain approval for such changes before such changes are made
- to acknowledge the contribution of the NAJC Endowment Fund in any promotional materials concerning the project or activity
- **to submit a final report and budget accounting (including copies of receipts) to the NAJC, within 3 months of expending the grant and/or completing the project described in this application (NOTE: If a report is not received, the NAJC reserves the right to request the return of the funds. The NAJC also reserves the right to audit grant projects.)**
- to forward to the NAJC copies of any news release, report or publication that refers either to the project described in this application or to the grant received
- that the NAJC may use any information provided with respect to this application, information concerning funding granted, and any photographs of the Applicant, for publication purposes.

APPLICATION CHECKLIST

Before submitting, your application must include the following:

Full budget for the project or activity

Letter of acknowledgement signed by a Board designate of the local NAJC member organization

A copy of support material

Resume/c.v. or detailed personal history, if applicable

Organizational history (including constitution, by-laws and recent financial statement), for organizational applicants

A copy of the completed application with all questions answered. (Failure to do so will result in the exclusion of the application for consideration by the Endowment Fund Committee)

A self-addressed stamped envelope for return of support materials

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED BY THE ENDOWMENT FUND COMMITTEE



Applicant's Name

DECLARATION (FOR INDIVIDUALS)

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ATTACHMENTS IS TRUE, CORRECT AND COMPLETE.

Name:

Date:

Signature of Applicant: _____

DECLARATIONS (FOR ORGANIZATIONS)

WE HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ATTACHMENTS IS TRUE, CORRECT AND COMPLETE. THIS APPLICATION IS MADE ON BEHALF OF THE ORGANIZATION NAMED AND WITH ITS FULL KNOWLEDGE AND CONSENT.

Name:

Board member :

Date:

Signature of Applicant: _____

Name:

Position or Title:

Date:

Signature of Applicant: _____

Completed application forms and accompanying material must be received by **March 31** for the Spring and **September 30** for the Fall. Application can be sent by fax, mail or e-mail.*

*This page, with signature(s), must be faxed or mailed to the address below by the deadline date. If mailed, the envelope must be postmarked by the deadline date.