### DONATION REQUEST APPLICATION

### (Organizations)

### SERRA FOUNDATION OF CANADA

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*c/o 222 Derrydown Road*

*Toronto, ON M3J 1S1*

**E-mail:** [**serrafoundation@hotmail.com**](mailto:serrafoundation@hotmail.com)

#### I. GENERAL INFORMATION

A. Name of Organization

B. Address

C. Describe in general the history, structure, purpose, goals, activity, programs and the work of your organization.

D. List the names and titles of your officers, directors, or trustees.

**II. PROJECT INFORMATION**

A. State the title of the project for which you request a donation.

B. 1. Name of project director:

2. TELEPHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. FAX # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. WEBSITE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. List his/her experience and qualifications to administer this project.

C. 1. What is the amount of your donation request?

2. What will be the overall cost of the project?

3. State, in general, the need for your project.

4. Who will be responsible for the expenditure of all monies?

D. State how your project relates to the objectives in Canada of Serra International.

E. List your goals for this project (focus on goals that are specific, measurable and attainable).

F. List the action steps/tasks necessary to accomplish these goals. (Use additional sheets if necessary).

G. State the time frame of your project. (Include time frames for development, implementation and self-evaluation of the proposed project).

H. If the overall cost of the project will not be met by the funds from the donation request, state the source of any other funds and the amount of those funds expended for the project.

I. Who will evaluate and report to Serra Foundation of Canada on the project as it progresses, and again after its termination? How? (Describe methods for measuring the attainment of your specific objectives).

J. If using volunteers is an important component of your project, explain how you plan to recruit, train and place them.

**III. BACKGROUND INFORMATION**

A. Have you submitted requests for financial support of this project to other foundations, or other private, religious or governmental agencies? If yes, please list the requests.

B. List any previous donations received from The Serra Foundation of Canada.

C. What amount has been raised to date towards this project? From what sources has this come, including private, religious, and governmental?

D. Is the project actually a continuation of a previously supported project?

E. If the project is part of a larger program, give a brief description of that program.

**IV. DOCUMENTATION**

Attach to this application the following documents:

1. A detailed budget stating the specific items of expenditure indicating which of those expenditures will be made from the funds of the donation request.

2. A copy of the applicant's most recent annual report and financial statements.

3. Provide a letter from your local Ordinary indicating your "not for profit" status and his support for your project (if applicable).

**V. MAILING INSTRUCTIONS**

1. Completed application and required documentation.

2. Please submit **one copy** of the Donation Request application and **one set** of the required documentation.

**VI.** If the Serra Foundation of Canada approves a donation request to our organization, we agree to provide appropriate financial and program reports to the Foundation.

For the Applicant:

By:

(Authorized Representative)

Title:

Dated: