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|  | **Serra Foundation of Canada*****Supporting the vocation activities******of the Serra Clubs in Canada*** |

**GRANT APPLICATION FORM**

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## Please complete and submit to:

## Mario Biscardi

 **President, Serra Foundation of Canada**

## 244 Gracefield Avenue

## Toronto Ontario M6L 3C2

**Contact info: 416-300*-4154* E-mail:** **mariobiscardi@sympatico,.ca**

####  I. GENERAL INFORMATION

A. Name of Organization:

 B. Address:

C. Briefly 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. INFORMATION ON THE VOCATION ACTIVITY OR PROGRAM:**

 A. Name of your vocation activity or program:

 B. 1. Name of the Director of the vocation activity/program:

 2. TELEPHONE # Email:

 3. WEBSITE:

 4. List the Director’s experience and qualifications:.

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

 2. What will be the overall cost of the vocation activity/program?

 3. State, in general, the need for your vocation activity/program.

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

 D. How does your vocation activity/program relate to the objectives of Serra International?

 E. List your goals for this vocation activity/program (focus on goals that are specific, measurable and attainable).

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

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

 H. If the overall cost of the vocation activity/program will not be met by the grant, state the source of any other funds and the amount of those funds expended for the vocation activity/program.

 I. Who will evaluate and report to Serra Foundation of Canada on the vocation activity/program 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 vocation activity/program, explain how you plan to recruit, train and place them.

 **III. BACKGROUND INFORMATION**

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

 B. List any previous grants from The Serra Foundation of Canada.

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

 D. Is the vocation activity/program actually a continuation of a previously supported vocation activity/program?

 E. If the vocation activity/program 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 grant fund.

 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 vocation activity/program (if applicable).

**V. MAILING INSTRUCTIONS**

1. Completed application and required documentation.

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

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

For the Applicant:

By:

(Authorized Representative)

Title:

Dated: