



## Financial Inclusion Granting Program

### 2023 Application Guidelines

Completed applications are submitted to [communitygrants@alterna.ca](mailto:communitygrants@alterna.ca).

**A complete application will include the following information:**

#### *Step One: Letter of Inquiry*

If your organization has an idea or program that you believe would be a good fit for the Financial Inclusion Granting Program, please submit a maximum 2-page Letter of Inquiry (LOI) detailing the initiative. The letter must include the following information:

- Organization Information (Organization Legal Name, Mailing Address, Email Address, Phone Number, Official Website, Links to Social Media Accounts)
- Applicant Contact Information (Title, First Name, Last Name, Email Address, Phone Number)
- If the individual completing the application is a current Alterna Savings Member.
- Organization Description - Submit proof of charitable status, Articles of Incorporation or Letters Patent along with LOI)
  - Registered Charity (CRA #, RR #)
  - Incorporated Non-Profit
  - Co-operative without share capital
  - Unincorporated association with sponsorship/letter of support by an incorporated organization
    - Alterna Savings will only provide grants to incorporated groups. Unincorporated groups must be sponsored by an incorporated organization. Please include letter of support from an incorporated organization along with your application. Cheque will be issued to the sponsoring incorporated organization. Sponsor organization must submit Articles of Incorporation, Letters Patent, or charitable status.
- Details of grant request
  - Project/program name
  - Start and end date (if applicable)
  - Amount requested
  - Project/program budget
    - Outline how/if program were to run if the organization did not receive the full grant requested amount
  - Details of any other significant funders of the organization/project/program
  - Impact region
  - Brief description of the grant request including the community and financial literacy need that it addresses and details of the intended beneficiaries

## *Step 2: Request for Proposal*

Alterna's Community Impact Department will review all LOIs and invite a limited number of organizations to submit full proposals for funding.

## *Step 3: Proposal Submission*

Alterna will only consider proposals from organizations that have been invited to submit a full proposal based on their previously submitted LOI.

In addition to expanding in detail on the content requested for the LOI submission, organizations will be asked to elaborate on the following topics in the proposal:

- Any additional information for the benefit of the Financial Inclusion Granting Program panelists. Organizations may include any supporting information they deem relevant.
- What opportunities exist, if any, for Alterna Savings to be represented, collaborate, or have Alterna employees volunteer with your organization?
- Outline the opportunities for program replication and/or impact to additional regions (if any).
- Outline the partnership opportunities with Alterna Savings that you believe would allow for relationship fostering and longevity.

## *Step 4: Application Review*

Received proposals will be reviewed by an internal committee of Alterna employees. Proposals will be evaluated on several criteria including potential for replication or scale of the initiative, impact, measurable results.

## *Step 5: Grant Approval*

Alterna will inform all applicants as to the status of their application. Successful applications will be announced on Alterna's website and social media pages.

## **Key Dates**

Letter of Inquiry Deadline: Monday, June 19, 2023, at 11:59 pm ET

Proposal Deadline: Friday, September 1, 2023, at 11:59 pm ET

If you have any questions, please contact [communitygrants@alterna.ca](mailto:communitygrants@alterna.ca).

We look forward to receiving your information and wish you good luck on your application.

Thank you for your commitment and work in the community space.

