

Community Granting Program Application

APPLICANT INFORMATION

Title	First Name	Last Name	
Position	Preferred Contact Email		Phone

ORGANIZATION INFORMATION

Organization Legal Name		Address	
City	Province	Postal Code	Phone
Organization Email		Organization Website	
Organization Social Media Handles:			
Facebook	Instagram	LinkedIn	X

Other (please specify)

Is the organization currently a member of Alterna Savings? Yes No

Is the individual filling out this application currently a member of Alterna Savings or a client of Alterna Bank? Yes No

Which of the following best describes the applicant organization's legal structure?

Registered Charity CRA #

Incorporated Nonprofit

Co-operative without Share Capital

Unincorporated Association

ABOUT YOUR ORGANIZATION

Describe what the organization does. Highlight the organization's vision/mission/goals. (200 words maximum)

What is the organization's annual operating budget?

What is your organization's impact region?

When was the organization founded?

How many individuals does the organization employ (FTE)?

How many volunteers support the organization?

Do you prepare audited financial statements? Yes No

DETAILS OF GRANT REQUEST

Project/Program Name

Start Date	End Date	Amount Requested	Total Program/Project Budget
Budget Breakdown	Item		Amount

Proposed Program/Project Impact Region

Detail any other significant funders of the organization/program/project which the grant request will support.

Describe your grant request and proposed Program/Project support. Highlight the community need and intended beneficiaries, including number of intended beneficiaries. (500 words maximum)

How does this proposed Program/Project align with the Community Granting Program causes for representation and criteria as outlined on Alterna's website? (200 words maximum)

What opportunities exist for Alterna Savings' employees to volunteer with your organization and support your proposed Program/Project? (100 words maximum)

Any additional information for Community Granting Program Committee consideration. (100 words maximum)

SUBMISSION PROCESS

To be considered, the applicant organization, whether they are a member or non-member, must submit a complete application submission, as defined below, before the indicated deadline to: community.grants@alterna.ca.

A complete application submission, depending on the organization's legal structure, will include:

1. Completed Application Form

2. Proof of Entity

- A copy of the organization's Articles of Incorporation or Letters Patent

Note: Certificate of Incorporation is not considered comprehensive as Proof of Entity

- **Letter of Support (unincorporated associations only)**

- A Letter of Support from an incorporated organization is required, along with the submission of the sponsor organization's Proof of Entity and any additional subsequent documentation.

Note: If selected as a recipient of the Community Granting Program, the cheque will be issued to the sponsoring incorporated organization. Alterna will only issue cheques to incorporated groups.

3. Proof of Charitable Status (if applicable)

- CRA number
- Notification of Registration Letter and Annual Information Returns (T3010) as proof of charitable status (requested).

Note: Proof of Entity is not considered Proof of Charitable Status.

Members and non-members of Alterna are required to submit the necessary documentation as outlined above depending on the applicant organization's legal structure. A **Letter of Recommendation** can be submitted and will be reviewed with the application as an optional addition to your submission.

Organizations that do not submit the required documentation or have incomplete applications will not be considered for funding through the Community Granting Program.

Funds must be used by the organization that is applying for the granting stream. For unincorporated associations, cheque will be issued to sponsoring incorporated organization.

Once submitted to community.grants@alterna.ca, your application and subsequent documentation will be reviewed by Alterna Savings' Community Granting Program Committee. Applications must be completed on the official Alterna Savings' Community Granting Program Application Form to be evaluated or considered for funding.

Please note that Alterna Savings receives a great number of requests for grant dollars from worthy causes and organizations. As a member-owned, co-operative financial institution, our granting budget is limited, and we cannot approve all requests. Successful grant applicants will be notified ahead of disbursement and will be listed on our website, and other materials including but not limited to, social media, Annual Reports, etc.

Our network is secured and sometimes the system may tag emails as spam or a virus. We will acknowledge receipt of all applications. If you do not receive a confirmation email to confirm receipt of your application within one week of your submission, please feel free to follow up at community.grants@alterna.ca to confirm submission status.

