

## **APPLICATION FORM**

To apply for a May Court Grant of **more than \$5,000** please provide the following information, in no more than three, single sided 8 1/2" x 11" pages.

### **Applicant Information:**

1. Organization name:
2. Address :
3. Name and position of project contact person :
4. Telephone number, e-mail, fax. :
5. Charitable Registration Number :
6. Brief description of your organization: What is your mandate/purpose? What services do you provide? Who accesses your services? What geographical area do you serve?

### **Project Summary:**

1. Project title:
2. Project description :
3. Amount of funding sought :
4. Total budget for project :

### **Project Information:**

1. Goal: What is the overall purpose of the project?
2. Objectives: What will be achieved through the project (statements should be specific and attainable within the timeframe of the project)?
3. Activity Plan: What actions will be undertaken to reach the stated objectives?
4. Evaluation Plan: How will you determine if you reached your goal and objectives?
5. Have you formed any partnerships with other organizations to deliver this project? If yes, please provide name of organization and level of involvement (financial and in-kind contributions).
6. How does your project address the priorities of the May Court Club?

### **Attach these additional documents:**

1. A list of your Board of Directors
2. A copy of the organization's current operating budget.
3. A copy of the most recently audited financial statement.
4. Information sheets or pamphlets on your organization.

***Applications must be signed and dated by both the Executive Director/ Senior Staff Person and the Board Chair/ President of the applying organization and forwarded to:***

Chair of the Grants Committee The May Court Club of Ottawa 114a Cameron Avenue  
Ottawa, Ontario K1S 0X1

Replies to applicants for grants over \$5,000 may take up to 90 days from the deadline date.