

HCI Community Action Committee - Funding Proposal Form

Applicant Information

Organization Name: _____

Company's Registered Charity #: _____

Address: _____

Contact Name & Title: _____

Email Address: _____

Telephone: _____ Fax: _____

Brief description of organization goals & activities: _____

When was your organization established? _____

How many people are served by your organization?

- 1-10
- 11-50
- 51-100
- More than 100

Where do you consider your geographical area of influence to be?

Are you willing to make a presentation to our committee or host a visit?

- Make a presentation
- Host a Visit
- Both
- Neither

Project Information

Project Name: _____

Brief Description of project use of funds (if you are requesting volunteer time, describe what you will do with the matching funds from the Hitachi Foundation):

Importance of the project to the community and the CAC _____

What reporting information will be available to show the effect the CAC funding had on the project?

Funding Request

Select Grant Type:

- Cash
- Volunteer Hours

Total Amount Requested (hrs or \$\$ and brief description of request if necessary):

Please note that if your proposal is accepted, you will need to provide the following information:

- Verification of organization tax-exempt status: a copy of CCR status letter or verifiable tax ID #
- Letter or proposal from the organization requesting funds
- Brochure, newsletter, new articles or other information about this organization
- Evidence of the funding being spent on this specific proposal. (Budget)
- Report focusing on the effectiveness of the funding provided by the CAC.
- If a fundraising activity, the following documentation will be requested:
 - Copy of pledge sheet showing funds raised by employees
 - Copies of all cheques collected by employees for the events
 - A letter from the sponsoring organization noting the total amount of funds raised by employees

Please fill this form out and return to Carolyn Boychuk, CAC Chairperson (cboychuk@hitachi.sk.ca). The proposal will be distributed to all voting members of the Community Action Committee for review.

Organization Representative:

Date:
