



RECEIVED DATE

CCOF CLUB GRANT APPLICATION FORM

IMPORTANT

- Please attached pictures of your fundraising efforts and/or project, when applicable.

Project Name:

Optimist Club contact information

Club number	
Club name	
Club chartered year	

Responsible contact information

Name	
Member number	
Telephone	
Email	

Goal(s) of the project (**concretely**):

How will the goal(s) be achieved (**clear actions that will be taken**):



Project Parameters

Project Timeframe

Start date

End Date

Where the project will be held? - Project Location

City

Province

Who is it for? – Identify your beneficiaries

Age Group (Babies, Young Kids, Teen ...)

Number of people (estimated)

Identify the participants – (Optimist members, Community members, Specialists, Associations, Non-profit organizations ...)

i. Fundraising efforts

ii. Executing the project

Number of person estimated (i + ii)

How much has your club already raised for the project?



Is it a recurring project of your club?

If so, how many years has it been run?

Demonstrate the importance of your project in your neighborhood/local community/area (ideally with numbers):

What indicator will be used to evaluate the impact of the project? (ex: tickets sold, number of beneficiaries, given items ...)

Quantify the impact of the grant itself (ex: buy 4 more bicycles, cover the printing fees ...)

How will you publicly recognize the support of the Canadian Children's Optimist Foundation? (List all relevant publicity or promotions)

Glossary

- * "Donation" is a voluntary transfer of cash without valuable consideration to the donor.
- ** "Sponsorship" means giving money in return for the chance to advertise or promote a product or service.
- *** "Gifts in kind", also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.



DETAILED BUDGET

Budget

Revenue

*Donations (definition on p. 3)	
Sales (Event tickets, chocolate bars, ...)	
Lottery (50-50, Bingo, Raffle, Auction)	
**Sponsorship (definition on p. 3)	
***Gift in Kind - estimated (definition on p. 3)	
Down payment of the club	
Other (government/municipality grant ...):	
TOTAL OF REVENUE	

Cost – to fundraise to realize the project

Material (use to fundraise)	
Labour (professional services, catering ...)	
Marketing (promotional items, printing ...)	
Operating cost (Permit, Renting, Transport ...)	
Other: _____	
Sub-Total	

Cost – for the project itself

Material (use for the project)	
Labour (professional services, catering...)	
Marketing (promotional items, printing ...)	
Operating cost (Permit, Renting, Transport...)	
Other: _____	
Other: _____	
Sub-Total	
TOTAL OF COST	
Net	

Signature – Responsible

Signature – Club President

MM / DD / YY

RESERVED TO THE ADMINISTRATION

Approved

Rejected

Signature – Director

MM / DD / YY