



Canadian Children's Optimist Foundation

APPLICATION FORM

RECEIVED
DATE

IMPORTANT

1/ Please review "Spread Relief Guidelines" at www.ccof-foec.org/spread-relief website. A *Spread Relief Grant* is intended for health and or wellness projects only.

2/ All applications require a signed and dated letter, to the attention of the *Canadian Children's Optimist Foundation* from a competent authority (see "Glossary of Definitions" on page 3) recommending the need for financial assistance toward the beneficiary. Please encourage the use of formal letterhead, showing contact information, to assist adjudication of the grant request.

Project Name:

Is it a new project of your club? (circle one) YES NO

If you answered NO above, has the project received a SPREAD RELIEF GRANT previously? (circle one) YES NO

If you answered YES, this grant application will be disqualified. Please go to www.ccof-foec.org and click on "Spread Relief" for the rules. One grant only per project lifetime. You may submit a new application for a different project. Another project will be gladly considered.

<i>Club number</i>	
<i>Club name</i>	

Is your Optimist Club incorporated? (circle one) YES NO

Project contact person

<i>Name</i>	
<i>Member number</i>	
<i>Telephone</i>	
<i>Email</i>	

What is the amount requested? (\$500-\$3000)

Goal(s) of the project (Be specific):

How will the goal(s) be achieved?

Project Parameters

Where will the project be located ?

City	
Province	

What will be the project time-line? (Provide details below)

Starting date of the implementation of the Project	
Phase 1 date - if needed	
Phase 2 date - if needed	
Estimated completion date of the Project	

Who is it for? – Identify your beneficiary(ies).

Do you have any fundraising partners (other Optimist clubs, Optimist districts, other service organizations, community groups or institutions, business sponsors, corporations, etc)? ***(Highly recommended). Please add details at the end of the application form, if needed.***

Partner’s Name	
Contact	
Contact details	

Are the partners covered by 3rd party insurances? (circle one)

YES NO



What impact/benefit will your project have on the community, family and/or organization?

How will you evaluate the success of the project?

*How will you publicly recognize the support of the Canadian Children’s Optimist Foundation?
(List all relevant publicity or promotions, and submit samples. CCOF Logo use is highly recommended).
See box page 6.*

Glossary of Definitions

- * “A competent authority” is a person of no relationship to the beneficiary, who can validate the need for this financial assistance from your Optimist Club. (ie: community leader, medical professional, educator, etc)
- ** “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

<i>Project Revenue</i>	Proposed Amount
Spread Relief Program's Grant (\$500-\$3000)	
**Donations (definition on p. 3)	
Fundraiser: _____	
Fundraiser: _____	
***Sponsorship (definition on p. 3)	
****Gift in Kind - estimated (definition on p. 3)	
Club Donations	
<i>Other (government/municipality grant...)</i>	
Budget shortage (funds yet to be raised)	
TOTAL REVENUE [A]	

Project Cost

Material (required for the project)	
Labour (professional services, catering ...)	
Marketing (promotional items, printing ...)	
Operating cost (Permit, Renting, Transport ...)	
Other: _____	
Other: _____	
TOTAL COST OF PROJECT [B]	

NET [A - B]

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Signature – Project contact

Signature – Club President

____ / ____ / ____
MM / DD / YY

RESERVED FOR THE CCOF

APPROVED

REJECTED

AMOUNT \$ _____

SIGNATURE – DIRECTOR

____ / ____ / ____
MM / DD / YY

DECISION NOTES:





Canadian Children's
Optimist Foundation

Canadian Children's Optimist Foundation in your community

The Canadian Children's Optimist Foundation is a Canadian charity recognized by the
Canada Revenue Agency Charitable Number: 874718950RR0001

CLUB'S LIABILITY LETTER

Name: _____

Optimist Club Name: _____

Club Number: _____

On this _____ day of _____, 20____, I the undersigned, being the President of said Optimist club, will not hold the **Canadian Children's Optimist Foundation (CCOF)** or its staff and board of directors responsible for any harm that may result from our participation in this program.

I understand that we could be in contact with sensitive information and I acknowledge that privacy of the children and families who are supported is paramount. I therefore accept full responsibility for our actions, and the CCOF should not be held responsible for disclosure of information, if that were to happen.

I agree not to pursue legal proceedings against the CCOF for any wrong doing on our part in regards to our participation in this program.

Name

Signature



Canadian Children's
Optimist Foundation

Canadian Children's Optimist Foundation in your **community**

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Canada Revenue Agency Charitable Number: 874718950RR0001

DID YOU FORGET ANYTHING ?



- Letter from competent authority in accordance with Canada Revenue Agency (See *Glossary* box page 3)
- Club's Liability Letter with signature (Page 5)
- Letter from supporting local agency/partner (if applicable)
- Completed Detailed Budget (as per page 4)
- Signature from the club president (see page 4)

Thank you for your application

....just one more reminder.



Once the project is completed, tell us what you and your Optimist Club have accomplished. This will help us inform other Optimists of your success to

"S p r e a d R e l i e f" in the community.

Please submit any photos of promotional efforts and/or the project to

info@ccof-foec.org

A signed and dated *Spread Relief photo release form* must accompany any photo/video reporting.

Find the photo release form at www.ccof-foec.org/spread-relief

Approved projects will be listed on the *Canadian Children's Optimist Foundation* website and may appear in future *Canadian Children's Optimist Foundation* news.