



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



SPREAD RELIEF GRANT APPLICATION FORM

RECEIVED DATE

IMPORTANT

- In accordance to the Canadian Revenue Agency (CRA) guidelines – Meeting the Public Benefit Test; Please send to the Canadian Children's Optimist Foundation, a letter from a competent authority (hospitals, local community services centre, foundations, associations) recommending the financial assistance toward the beneficiary.
- Please attach pictures of your fundraising efforts and/or project.
- Please sign and attach the liability letter.

Project Name:

Optimist Club contact information

Club number	
Club name	
Club chartered year	

Project contact person

Name	
Member number	
Telephone	
Email	

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

How will the goal(s) be achieved:



Project Parameters

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

How do you plan on using this money?

Where the project will be held? - Project Location

City

Province

When the project will be held?

Start date of financing of the Project

Starting date of the implementation of the Project

Phase 1 date - if needed

Phase 2 date - if needed

Estimated completion date of the Project

Is it a new project of your club?

Is it a recurring project of your club?

If so, how many years has it been run?

As this is a recurring project, how will this project enhance what you have done in the past?

Who is it for? – Identify your beneficiaries

Who are your partners (clubs, districts, organizations, corporations)? (Highly recommended)

You can 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?



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**

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

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

How will you publicly recognize the support of the Canadian Children's Optimist Foundation?

(List all relevant publicity or promotions, CCOF Logo use is highly recommended)

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.



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**

DETAILED BUDGET

Budget

Revenue

Spread Relief Program's Grant (\$500-\$3000)	
*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 [A]	

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 [B]	

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 [C]	

TOTAL OF COST [B + C]

Net [A – (B + C)]

Signature – Project contact

Signature – Club President

MM / DD / YY

RESERVED FOR THE CCOF

Approved

Rejected

Amount \$ _____

Signature – Director

MM / DD / YY



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**



DID YOU FORGET ANYTHING?

- Letter from competent authority
- Club's Liability form
- Letter from supporting agency
- Detailed Budget
- Signature from the club president
- Copy of Club's current incorporated status