

**2010 Russell I. Alexander Giving Fund - Application**

**Organizational Information**

Organization Name (legal):

AKA:

Address:

City, Province, Postal Code:

Telephone:

Fax:

Website:

Year Founded:

Executive Director:

Contact Person (if different):

Email:

Brief Organization Description:

**Request Information**

\_\_\_ Project/Program \_\_\_ Capital/Equipment

Project Name (if applicable):

Current Annual Operating Budget:

Geographical Area Served By Request:

Brief Description of the Project/Purpose:

Project Budget (if applicable):

Fiscal Year or Project/Program Duration:

**Certification**

I hereby certify that, to the best of my knowledge, the information in this Cover Form, the Narrative Statement and all other accompanying documentation is true and accurate.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Official

Proposals must include the following:

1. Application
2. Organization Background including:
  - History, mission, major accomplishments, recent achievements
  - Operational and strategic planning for long-term impact
  - Governance structure, role of board and key leadership
  - Demographics served
  - How the organization evaluates its effectiveness
3. Funding Request
  - The type of grant for which funds are being sought
  - The purpose of the request and use of funds
  - Define outcomes and measures of success
  - The timeframe in which activities will take place
  - Describe strategies for sustainability, implementation and management
  - List the personnel responsible and their qualifications
4. Required Attachments
  - Most recent financial statements
  - Full organization budget and project budget
  - List of funders, including amounts received and requests pending for current year
  - Board of Directors with affiliations
  - Copy of Annual Report or other communications materials, if applicable

Applicants will receive an acknowledgment of the receipt of the proposal within two (2) weeks. Applicants may be contacted during the review period for additional information or to schedule a site visit.

Any questions can be directed to Darla Weir at [darla@russellalexander.com](mailto:darla@russellalexander.com) or 905.655.6335.

All written proposals should be addressed to:

Darla Weir  
Russell I. Alexander Giving Fund  
5959 Anderson Street, Suite 2D  
Brooklin, ON L1M 2E9

Proposals in PDF form only, will be accepted at [darla@russellalexander.com](mailto:darla@russellalexander.com)