



## THE CHRYSALIS FUND GRANT APPLICATION

### IMPORTANT DATES:

- **GRANT APPLICATIONS ARE DUE BY 11:59 PM ON MAY 31, 2024.**
- **JUNE** – The Chrysalis Fund Executive meet to review eligible grant applications.
- **SEPTEMBER** – The Chrysalis Fund AGM is held and eligible organizations are required to attend to give a five-minute presentation on their proposed project.
  - The Chrysalis Fund members are asked to vote online for their project of choice up until 10:00PM the day of the AGM.
  - In the event that The Chrysalis Fund AGM cannot be held in person, the AGM will be conducted virtually.
- **SEPTEMBER** – Organization/s are contacted with the results of the members votes.

### GRANT INSTRUCTIONS:

- Completed grant applications and required support material must be submitted online to: [office@chrysalisfund.ca](mailto:office@chrysalisfund.ca) by **11:59PM on May 31, 2024.**
- [Upon receipt of the organization's grant application, The Chrysalis Fund will send a confirmation email to the organization.](#)
- If you do not receive an email notification of receipt, please check with us to ensure we have received your application.
- For questions, information or assistance, please contact Simone Penner at [office@chrysalisfund.ca](mailto:office@chrysalisfund.ca)



## THE CHRYSALIS FUND GRANT APPLICATION

### Contact Information:

1. Name of organization
2. Mailing address of organization
3. Organization's email address
4. Organization's telephone number
5. Organizations' Executive Director/Manager
6. Name, email and telephone number of grant writer
7. Canada Revenue Agency Charitable Number of organization

### Project Information:

8. Please state the mission/goals and a brief description of your organization
9. Number of employees: Full time  
Part time  
Volunteers
10. Name of Project
11. Please provide a description of your proposed project in detail. Identify what need/s your project addresses and what you hope to accomplish.
12. Please describe how the project will align with The Chrysalis Fund's vision statement. i.e.,  
The target population for your proposed project. Include the service area, ages, and numbers served.

### Project Budget:

13. Amount requested from The Chrysalis Fund
14. Please outline the projected budget for your proposed project. Include a line-item budget with specific categories, descriptions, and estimated amounts for each line-item:
  - Professional fees
  - Salaries
  - Capital
  - Other (specify)
15. Duration of project – Start date to finish date
16. Should your organization not receive full funding for this project, what would happen to the planned project?
17. Please specify all other sources of funding for this project:
  - Government, Foundations, Donations, Organization's capacity to contribute to the project ➤  
Describe if the funding from these sources is confirmed or pending.
18. Please explain how the project will be evaluated.
  - The evaluation of a project within philanthropy and organizations is important to both parties to assess the effectiveness of new and longstanding projects, and trying to determine their impact, whether or not the project is doing what the organization was hoping to achieve and whether or not the communities that the organization is serving are benefiting as it hopes they are.



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### Organization:

19. How will the organization acknowledge a grant from The Chrysalis Fund?

20. Who has authorized this grant application within your organization?

21. Please provide documentation for the following:

- List of current Board of Directors or Officers
- Annual report
- Year-end financial report
- Copy of a void donation receipt or copy of the organization's agreement regarding their CRA registration number

22. Application must be signed by two of the following verifying the grant application is complete: ➤

Chairperson or President

- Treasurer
- Signing officers of the Board of Directors

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Applications are accepted by email to  
[office@chrysalisfund.ca](mailto:office@chrysalisfund.ca) by May 31, 2024

The Chrysalis Fund will send confirmation of application upon receipt.