



## Instructions to Applicants

Thank you for your interest in the Pembroke Petawawa and District Community Foundation (PPDCF) Grant Program.

The Pembroke Petawawa and District Community Foundation's grant programs support and encourage the effectiveness of local charitable organizations in meeting their missions and improving the quality of life in the surrounding area. By providing investments that strengthen organizational infrastructure and leadership, this granting program:

- builds the capacity, stability and sustainability of charitable organizations; and
- fosters the development of new or existing ideas, programs, services and learning opportunities

### Instructions

Please follow the steps below to complete this application. We encourage you to be as clear and concise as possible. You know your work better than anyone, and you need to articulate this in the application so that the selection committee will clearly understand your organization and what it wants to accomplish with this grant.

**Step 1:** Read the Grant Guidelines to determine if your organization is eligible and if your proposal is a good fit with the program's objectives and project eligibility criteria.

**Step 2:** You must submit your Letter of Intent by **February 28, 2019** to ensure your proposal will be a good fit. This is completed well in advance of the application deadline of **March 15, 2019** so PPDCF can contact you and guide you in the application process. The PPDCF will answer any questions you may have regarding the program, application and selection process when you are contacted. Please note: applications submitted without first having submitted a letter of intent to the PPDCF will be considered incomplete and will not be accepted.

**Step 3:** Complete the application form. Please answer all of the questions in the space provided. All fields are required unless otherwise indicated. The application must be complete for consideration. Please be respectful of word count limits; applications that are in excess will not be accepted. Please note: draft applications will not be reviewed by PPDCF staff and/or volunteers.

**Step 4:** Submit the application. One copy of the completed application should be delivered by email to the PPDCF at [foundation@givingthatgrows.com](mailto:foundation@givingthatgrows.com). Applications will only be accepted by email. Hand written applications will not be accepted.

### Deadline

The application must be received by the PPDCF no later than **5:00 pm, March 15, 2019**. You will receive a confirmation email when your application is received. Applications received after the deadline, or incomplete applications, will be ineligible. You will not be contacted if your application is received after the deadline.

### Notification of Results

All applicants will be notified of the results in mid April 2019.