

ALBERTA RETIRED TEACHERS

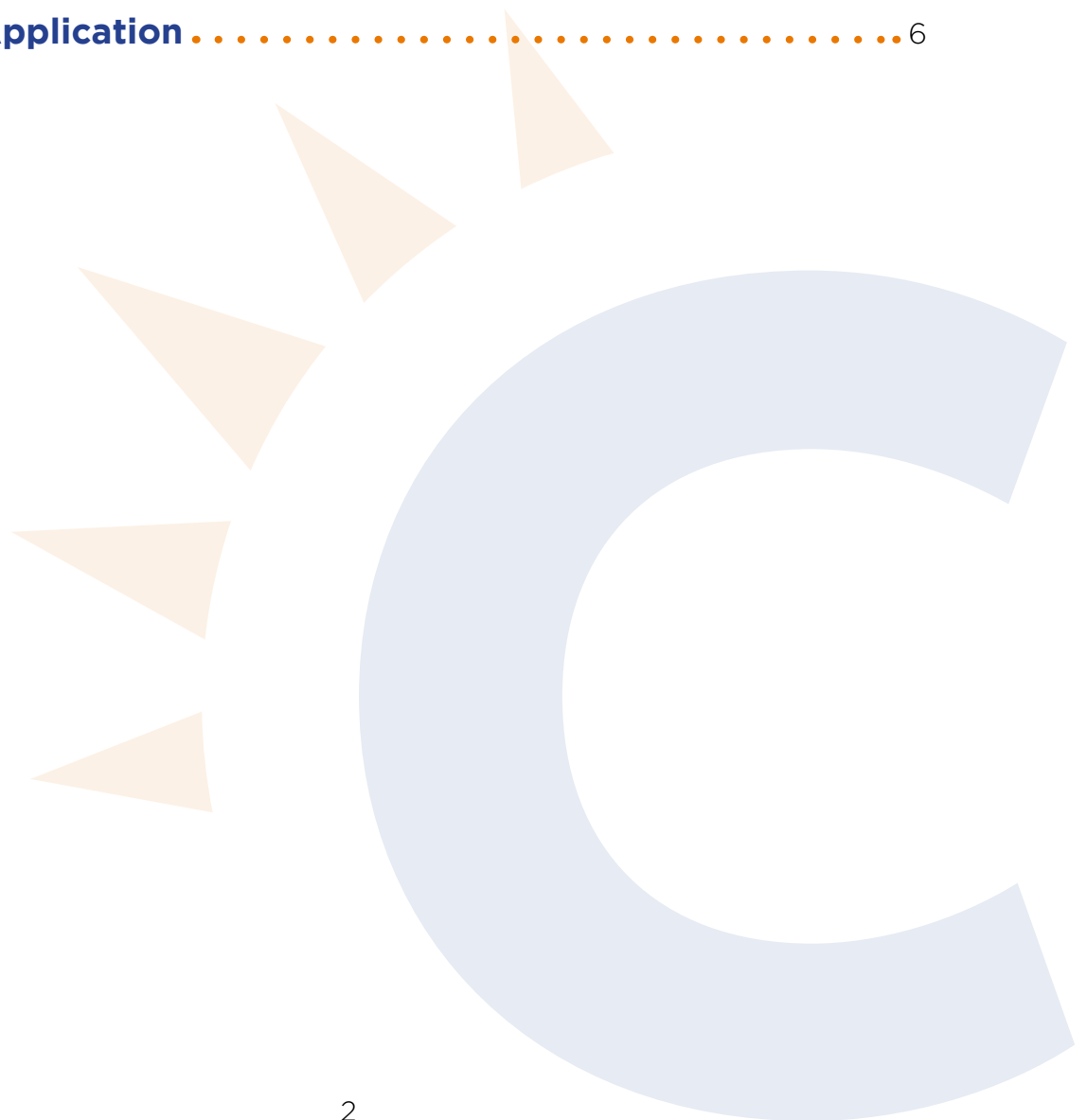
**Charitable**  
**FOUNDATION**

**GRANT PACKAGE**



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## GRANT INFORMATION

**General Grant Focus:** The Alberta Retired Teachers Charitable Foundation's (ARTCF) mission is to support Alberta's seniors in the pursuit of appropriate health care, accommodation, and English language education.

**Geographic Area of Grant Focus:** ARTCF funds grants to organizations and programs incorporated and delivering services in Alberta.

**Types of Support:** ARTCF considers funding for programs that provide services to seniors in the areas appropriate health care, accommodation and English as a second language. Funding is favored for programs and resources focused primarily on seniors' needs.

**Grant Duration:** ARTCF grants are awarded for a limited period of time and most grants will be limited to one year in duration. Multi-year funding will be considered on an exceptional, case-by-case basis.

**Funding Amounts:** While requests are reviewed on a case-by-case basis, applicants should note that as a general practice, ARTCF does not fund the total cost of a capital, program, or capacity building budgets. Requests should be proportional to the amount of the specific capital, program, or capacity building budget, or in the case of core support, the size of the agency's operating budget.

Applicants should request a grant amount that is consistent with a thoughtful and sustainable fund raising strategy. The information below is intended to provide general guidance. Based on individual circumstances, the Foundation's Board of Directors will use flexibility and apply individual judgment to each request.

**Applicant Eligibility:** An organization that is certified as a Charitable Foundation under Revenue Canada's eligibility criteria is eligible for consideration. The Foundation does not fund organizations and programs outside of Alberta.

## GRANT GUIDELINES

**Philosophy:** ARTCF funds programs and projects that show promise of strengthening Alberta's senior community beyond the grant period. We respond to programs and projects that offer maximum community impact to achieve long-term results.

### Qualifications:

- The applicant must be an active registered charity and found on the Government of Canada - Charities Directorate - Charities Listing. The organization must not be listed on the charities listing as in a revoked, annulled, or suspended state.  
[https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request\\_locale=en](https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en)
- Audited Financial Statement or its equivalent must be included in the application in order to be considered in the process. Applications without this information will be rejected.
- Applicants must be a public charity in existence for a minimum of three years.
- All programs must address issues, concerns, or opportunities by organizations incorporated and delivering services in Alberta.

**Funding Parameters:** Proposals may be awarded partial or full funding.

**Types of Grants:** Program must advance the mission of the ARTCF in one or more of the following program categories:

- **Health Care:** ARTCF is dedicated to helping seniors in Alberta get the resources they need with medical and health care concerns like Parkinson's, Alzheimer's, and more.
- **Housing:** ARTCF advocates and provides support for charities that help seniors get the proper accommodations and housing they need in order to give them the comfort they require and deserve.
- **English as a second language for seniors:** ARTCF recognizes that not everyone in Alberta speaks English as their first language, so we're dedicated to helping seniors advocate and communicate for themselves on important issues by broadening the information and programs available.

Successful applicants will be asked to sign a Grant Agreement document. A copy of that document is included for your review.



## GRANT APPLICATION CHECK LIST

The Alberta Retired Teachers Charitable Foundation (ARTCF) **Grant Application Package** consists of the following components, which should be submitted in the order listed below. This check list is provided to help ensure a complete proposal.

Review of the **ARTCF's** Grant Qualifications information to ensure that your organization meets the Foundation's funding priorities.

### GRANT APPLICATION PACKAGE

**Section I: Cover Letter** (one page)

**Section II: Grant Application Form**

Use the 2-page online template provided.

**Section III: Attachments**

Proof of charitable status

Copy of current year audited financial statement

Annual report, if available

Thank you for your time and effort in completing this application.

***Incomplete applications will not be considered.***

Please print out this check list and check off each completed item. Mail the signed check list and completed **Grant Application Package** to:

**Alberta Retired Teachers Charitable Foundation**

15505 137 Avenue NW

Edmonton, AB T5V 1R9

I have reviewed and complied with the above "Grant Check List" and I understand that if any of the required documents are missing, my application will be immediately rejected without review.

X \_\_\_\_\_ Date \_\_\_\_\_

**GRANT APPLICATION**

Legal Name of Organization \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ P.C. \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Web Site \_\_\_\_\_  
Name of CEO or Executive Director \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Application Contact and Title (if not the CEO or Executive Director) \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**ORGANIZATION INFORMATION**

Primary Service Category of your organization Health Care Housing ESL  
Mission Statement:

Geographic Area Served (specific to this proposal):

Charitable Number \_\_\_\_\_ Year Founded \_\_\_\_\_  
Number of Employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

**GRANT REQUEST INFORMATION**

Type of Grant Requested (select one): \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_  
General Operating Support  
Program Support  
Other

For requests other than general operating support, describe what the grant will be used for:

**FINANCIAL INFORMATION**

Organization's Current Fiscal Year Operating Budget: \$ \_\_\_\_\_  
AND, if other than general operating request . . . Program Budget: \$ \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

X \_\_\_\_\_ Date \_\_\_\_\_  
CEO/Executive Director

## INQUIRY QUESTIONS

Brief description of the organization

Brief history of the organization

Population the organization serves

Programs the organization provides

Brief description of the project for which funding is requested and how it supports **ARTCF**'s mission

Total cost of the project for which funding is sought

Amount raised to date

Amount requested from **ARTCF**

Detailed description and timeline of how your organization will collaborate with **ARTCF** to highlight program successes