

# The Stephen & Michelene Worobetz Foundation

101-308-4<sup>th</sup> Ave. North, Saskatoon, SK S7K 2L7

(306) 665-1766

[www.saskatooncommunityfoundation/worobetz](http://www.saskatooncommunityfoundation/worobetz)

## Application for Funding, Due March 1<sup>st</sup> of each year

1. Date of Application: \_\_\_\_\_
2. Dollar amount of Application \_\_\_\_\_
3. Name of Organization: \_\_\_\_\_
4. Organization address (office): \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_
5. Name of Contact person: \_\_\_\_\_  
Contact address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_
6. Department, faculty or division: \_\_\_\_\_
7. Incorporated: No  Yes  since: \_\_\_\_\_
8. Revenue Canada Agency Charity Registration Number:  
\_\_\_\_\_
9. Principal objectives of organization: (Attach a brief outline, including history and background, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Guidelines**

1. Grants are made to organizations which have a Canada Revenue Agency registration number, rather than to individuals. A non-charitable receipt is required.
2. Grants are not normally made to support projects which are normally financed by public tax funds.
3. Priority will be given to both short term innovative projects and important charitable causes.
4. Requests are not normally considered on a continuing or ongoing basis.
5. Contributions, unless in special circumstances, will not normally be made to organizations engaged in multiple activities which might redistribute foundation grants to organizations of their choosing.
6. Grants are not normally made for endowments, contingencies, reserves, or deficit financing.
7. Priorities of the Foundation are:
  - (a) to support and assist charitable and non-profit organizations and institutions and persons in the areas of religion, health, education and culture through qualified donees;
  - (b) to assist persons with special needs through qualified donees;
  - (c) to promote and encourage persons to be engaged in and to provide voluntary service in the areas of religion, health, education and culture through qualified donees.
8. A report on how a grant has been expended is required. Any unused portion of the grant must be returned to the Foundation.

## **General Information**

1. Submissions should be made in writing to the Foundation by returning the application form provided by the Foundation and all supplemental information requested, together with any information deemed necessary by the applicant.
2. Any further details required may be requested by the Executive Director or other person designated by the Executive Director.
3. Personal interviews with, or presentations to the Trustees, individually or collectively, are not favored.
4. The Executive Director will advise the applicant of the decision of the Trustees.
5. A decision on an application, once made by the Trustees, is final. This does not, however, preclude the submission of another application at a later date.

## **Method To Apply for Grant**

1. Use the application for grant form at [www.saskatooncommunityfoundation/worobetz](http://www.saskatooncommunityfoundation/worobetz)
2. Include the latest audited financial statements, if organization has been in existence for more than a year.
3. Include your budget for the present year, as approved by your board.
4. Include copies of your last two annual reports, if available.
5. If the project is new, to what extent does it duplicate existing programs or services?
6. If the project or service is new, how is the operation to be financed in subsequent years?

**For Program Grants** (Answer the following questions on separate page in 6 copies)

1. Purposes to which grant, if approved, would be applied. Please provide a budget for the period to be covered.
2. A complete description of the activity or service to be provided

**For Major Equipment Grants** (Answer the following questions on separate page in 6 copies)

1. Provide a description of equipment for which the grant would be applied.
2. Cost and how it was determined. If possible, please submit more than one quotation..
3. Proposed use(s) of equipment.

**For Capital Grants** (Answer the following questions on separate page in 6 copies)

1. Purpose(s) to which the grant, if approved, would be applied..
2. Details of cost of building or facilities to be provided, how estimated, whether land costs, etc. included, and details of any existing indebtedness.

**Please provide 6 copies of this application form to:**

**The Stephen & Michelene Worobetz Foundation  
c/o The Saskatoon Community Foundation  
101-308-4<sup>th</sup> Ave. North,  
Saskatoon, SK S7K 2L7**