Community Grant Application

Before you start

Please ensure you have the following documents ready:

- List of Board of Directors
- Project budget
- Quotes for purchases associated with the project
- Letters of support

Please ensure you have the following information ready:

- Project start/end dates, budget, purpose and goals
- Any other funding anticipated or secured for the project
- Organization information, description and contact information
- Amount requested and dates required

To review eligibility and applicant criteria, click here.

Should you require assistance in completing your application, or have questions regarding the Community Grant program, please contact the review committee at info@wrightfoundation.ca.

Application Form and Deadlines

Grant applications are reviewed quarterly, please submit your application accordingly:

- January 1
- April 1
- July 1
- October 1

Notice of Decision, Agreement, and Payment

Applicants will be informed of the Board's decision following the board meeting after each intake deadline, this process may take 4-8 weeks. Once the application is approved, but before the Community Grant payment can be received, an agreement must be signed outlining the scope of work associated with the project and confirming the contribution amount from the Foundation. Upon signing the agreement, payment will be made via cheque. In the case of larger amounts and projects, funds may be distributed on an agreed upon payment schedule at the discretion of the Foundation.

Organization Information

Organization Name: _____

Address: _____

City: _____ **Postal Code:** _____

Email:_____ **Phone:** _____

Organization Website: _____

Year Established: _____ **Annual Expense Budget:** _____

CRA Registered Charity #: _____

If partnering with a Registered Charity, please provide their charity number here and submit a confirmation letter with this application.

Please provide a brief description of your organization, including the services provided and population served:

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Project Contact

Name: _____ **Position:** _____

The Project Contact is the main contact person for this grant application. This is the person we will contact if we have any questions about the project.

Email: _____ **Phone:** _____

Primary Contact Information: _____

The Primary Contact is defined as the Organization's highest ranking staff member (eg. CEO or Executive Director). Please provide name and contact info.

Financial Information

Financial Contribution Requested: _____

Date funds are required: _____

Please note our grant applications are reviewed quarterly. Deadlines are January 1, April 1, July 1 and October 1.

Are you receiving funding from other sources?   __ Yes   __ No

If yes, Please identify the source(s): _____

If yes, Please identify the anticipated amount: _____

Anticipated Project Start Date: _____ End Date: _____

Describe the project, including its purpose and goals:

How does the project relate to the objectives of the Wright Family Performing Arts and Entertainment Centre Foundation? How does it benefit the community?:

Required Documents

Please provide the following documents alongside this completed application:
- List of Board of Directors
- Project budget
- Quotes for purchases associated with the project
- Letters of support

Although not required, the review committee and the Board of Directors may, at their discretion, request the following documentation in support of larger financial requests:
- Most recent audited financial statements
- Most recent annual report
- Income and expense budget for the current fiscal year

Signature: _____

I acknowledge that all information shared in this application is accurate and true. I understand further information or documentation may be required to process my application.

Print Name:_____ Date: _____

__ I consent to the Wright Family Performing Arts & Entertainment Centre Foundation contacting me via email or phone regarding this application.