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| Rockcliffe Park Foundation  Application for Funding1  (Please be guided by the RPF’s Granting of Funds Guidelines available at  www.rockcliffeparkfoundation.org)     |  |  | | --- | --- | | Project Name: | Date Submitted: | | Applicant: | Contact: | | Address: |  | | Tel. No.: | Email: | | Amount requested: | Reg. Charity No.: | | Commencement date: | Completion date: |      |  | | --- | | 1. Description of activity  Describe the activity to be undertaken and how it relates to the RPF mandate, the resources needed to complete the activity and their sources, how financial management is to be undertaken and the intended impact of the activity on the community . | |  | | 2. Activity budget  Provide a budget (attach schedule if necessary). Ensure that the budget addresses all items in 1. above to be obtained through expenditures of granted funds. Provide support for larger budget items. Explain opportunities, or lack thereof, for financing by way of user fees. | |  | | 3. Work plan  Describe the expected sequence of events and estimated time to completion. | |  |     1 If there is insufficient space on this form, please include the relevant information in attachments. |

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| 4. Assessment of alignment with the RPF’s fields of interest  Describe how the activity fits with the RPF’s fields of interest. |
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| 5. Assessment of community priority  Discuss the activity’s apparent priority within the community. |
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| 6. Communication plan  Describe how the outcomes of the activity are to be communicated to residents of Rockcliffe Park. |
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| 7. Registered Charity Status or Details of Sponsorship  Provide the applicant’s legal name and Registered Charity number, or if the activity is to be completed with the help of a sponsor, the legal name and Registered Charity number of the sponsor along with a description of sponsorship arrangement. |
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Name Signature Date

The Rockcliffe Park Foundation[[1]](#footnote-1)

Completed Project Report

Please complete the following within sixty days of the completion date initially specified, or as otherwise agreed.

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| 1. Description of completed activity  Describe the extent to which the activity was completed, the extent to which the goals of the activity were realized, and the outcomes for the community that flowed from, or are anticipated to flow from the completed activity. |
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| 2. Performance against budget  Provide a financial report indicating expenditures made versus budget. |
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| 3. Description of communication to community  Describe the manner in which outcomes were communicated to residents of Rockcliffe Park. |
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| 4. Assessment of alignment with community needs and priorities  Describe the extent to which realized project outcomes and benefits aligned with community needs and priorities. Comment on lessons learned from the activity. |
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Name Signature Date

1. If there is insufficient space on this form, please include the relevant information in attachments. [↑](#footnote-ref-1)