



MONTREAL CANADIENS
CHILDREN'S FOUNDATION

CONDITIONS OF SUPPORT FOR PROJECTS SUBMITTED TO THE FOUNDATION

INTRODUCTION

This document has been prepared with the objective of assisting organizations that wish to submit projects to encourage and support lifestyles that promote healthy living and physical activity, or projects that encourage the personal development of youth aged 0 to 17 years of age through educational recreational activities.

Reading this document will allow you to gather all the necessary information and conditions that you need in order to present your project. The enclosed donation application form must be completed so that the Montreal Canadiens Children's Foundation can better determine if your project meets the objectives of the Foundation's mandate.

1- THE MONTREAL CANADIENS CHILDREN'S FOUNDATION MANDATE

The Montreal Canadiens Children's Foundation combines the resources as well as the great family of the Montreal Canadiens organization to team up with the community in order to provide a healthier and brighter future for underprivileged children.

The Foundation's objectives are:

- Encourage and support a healthy lifestyle through physical activity and healthy eating habits;
- Support and foster personal development through educational recreational activities.

The Foundation shall carry out its mandate two ways:

- Through the implementation of its flagship project, Bleu, Blanc, Bouge, of which the Foundation assumes all leadership.
- Through the distribution of financial support to organizations whose projects are in-line with the objectives of the Foundation.

2- TYPES OF PROJECTS

The Foundation approves and supports projects that are aimed at underprivileged youth between 0 and 17 years of age and whose objectives are:

- A healthy lifestyle through regular, physical activity and healthy eating habits;
- Personal development through educational recreational activities.

3- ELIGIBLE ORGANIZATIONS

To be eligible, a project must be submitted by an organization that meets the following criteria:

- Be a private, non-profit group;
- Be incorporated and be recognized as a charity and possess an official Revenue Canada registration number;
- Be able to provide a charitable donation receipt for the full amount donated;
- Offer services and activities in the province of Quebec;
- Demonstrate stable and continuous management;
- Produce financial statements that conform with accounting norms as recognized by all private, non-profit organizations;
- Have a board of directors and be guided by clear internal and administrative standards and regulations.

4- ELIGIBILITY CRITERIA

Eligibility criteria allow the Foundation to establish if a project conforms to the objectives set forth by the Foundation's mission statement. All submitted projects must respect the following criteria:

- Meet the priority needs of a community's **underprivileged youth, between 0 and 17 years of age**;
- Have a direct relevance to a significant number of children;
- Implement preventive intervention strategies that promote a **healthy lifestyle maintained through physical activity and healthy eating habits** or **personal development through educational recreational activities**.
- Make maximum use of volunteers at all levels – orientation, management and implementation – of the project;
- Be able to turn to other sources of revenue other than the Montreal Canadiens Children's Foundation in order to bring the project to fruition.

5 - MANAGEMENT CRITERIA

Once an organization has demonstrated that its program meets the Foundation's eligibility criteria, it must also prove that it has a well organized and functioning management system. To obtain a donation, an organization must:

- Establish realistic objectives that can be measured according to actual needs in the community;
- Control the various steps of the project's evolution;
- Be able to identify and evaluate the results of its actions;
- Assure a stable management of funds allocated to the project through the implementation of a detailed budget that the organization is able to carefully and rigorously manage.

6- TYPES OF SUPPORT

The Montreal Canadiens Children's Foundation offers two possible avenues of support:

- Punctual support for non-recurring projects, which would allow an organization to obtain the required material for a project to be implemented;
- Recurring support for children's programs with well-defined support mechanisms that include a submitted action plan that demonstrates the pertinence of the program and its partners.

7- THE FOUNDATION GENERALLY DOES NOT FUND:

- Individual projects and activities of individual therapy;
- Projects seeking financing support for expenses related to the acquisition, construction or renovation of buildings or other similar items;
- Projects seeking funding for research, academic studies or training;
- Interventions substituting measures and regular programs of the ministries and government agencies or to existing resources;
- Private foundations or endowment programs, international agencies or those who provide support outside Canada, churches and religious organizations, political parties or any political activity, organizations acting as third party and service clubs;
- Day Care Centres (Centre de la petite enfance (CPE));
- Conferences, workshops, competitions, concerts, exhibitions and celebrations of all kinds;
- Telethon, auctions, requests for prizes or raffles for fundraising;
- Campaigns for the reduction of debts or financing;
- Direct publicity campaigns;
- Applications designed to cover general operating expenses and administrative salaries.

THE DEADLINE FOR SUBMITTING A DONATION REQUEST IS NOVEMBER 30 OF THE CURRENT YEAR.



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GRANT APPLICATION FORM

To be considered for a grant, you must complete the following application form and provide all required documents as listed on page 6.

1- GENERAL INFORMATION

Name of organization:

Name and title of person submitting the application:

Address:

City / Province:

Postal Code:

Telephone:

Fax:

E-mail:

Web site:

Revenue Canada Agency registration number **(MANDATORY)**:

_____RR 0001

Did you receive a previous donation from our Foundation? YES NO

If YES, specify the amount received and name of project _____\$

Mission and objectives of the organization:

History:

Describe the activities, programs and services offered by your organization to children:

Describe the people that benefit from your organization (demographical and socio-economical statistics, geographical situation):

2- PROJECT SUBMITTED BY YOUR ORGANIZATION

Name of the project for which your organization requests support from the Foundation:

Describe the project:

Describe the children that will benefit from your project (age group, how many will benefit, socio-economical situation):

Explain how this project will meet the priority needs of the youth in your community:

Describe the impact that your project will have on the quality of life of children and how you will measure the results on a short and long term basis.

How many salaried employees are involved in this program and what is their role?

How many volunteers are part of this program and what is their role?

If your project is limited to purchasing material and/or service, please move on to section 4 -BUDGET (page 5). If not, please complete the following section.

3- ACTION PLAN FOR PROGRAM REQUIRING RECURRING SUPPORT

Presentation of the program's action plan (description of program, objectives, implementation, timeline, evaluation method, annual budget):

Other financial partners that will contribute to the implementation of the program:

4- BUDGET

IMPORTANT: For any purchase of material, equipment or service, you must submit a copy of two (2) detailed quotes from two (2) different suppliers. Please make sure that all amounts are in Canadian Dollars.

EXPENSES

PURCHASES AND SERVICE PROPOSALS	BEST PRICE
ACTIVITY SUPPLIES	
List: _____	
Supplier 1- Name: _____ Supplier 1-Bid: _____ \$	
Supplier 2- Name: _____ Supplier 2-Bid: _____ \$	_____ \$
SPECIALIZED EQUIPMENT	
Material list: _____	
Supplier 1- Name: _____ Supplier 1-Bid: _____ \$	
Supplier 2- Name: _____ Supplier 2-Bid: _____ \$	_____ \$
REGISTRATION AND/OR PARTICIPATION FEES	
Description of the proposal: _____	
Supplier 1- Name: _____ Supplier 1-Bid: _____ \$	
Supplier 2- Name: _____ Supplier 2-Bid: _____ \$	_____ \$
OTHER EXPENSES (if necessary)	
Facilities/Physical setup	_____ \$
Specialized human resources	_____ \$
Transportation	_____ \$
Administration fees	_____ \$
Other (specify)	_____ \$
TOTAL – EXPENSES	_____ \$

INCOME

Federal Subsidy	_____ \$
Provincial Subsidy	_____ \$
Municipal Subsidy	_____ \$
Participant contributions	_____ \$
Donations – Companies and/or individuals	_____ \$
Organization participation	_____ \$
Other (Specify)	_____ \$
TOTAL – INCOME	_____ \$
AMOUNT REQUESTED FROM THE FOUNDATION	_____ \$

How will the requested funds be used? Please be specific.

Are there any time requirements or other constraints placed upon the requested funds? If so, please explain.

How did you learn about the Montreal Canadiens Children's Foundation?

IMPORTANT: DID YOU INCLUDE THE FOLLOWING DOCUMENTS?

- A project presentation letter, on letterhead, signed by a member of your Board of Directors;
- Your current annual budget;
- The budget of your program submitted to the Foundation;
- The list of your organization's executives and members of the Board of Directors;
- Your organization's most recent financial statement;
- Two detailed quotes from two different suppliers for any purchase of material or service;**
- Annual activities report;
- A list of all financial supporters of your organization.

Completed requests should be submitted to:

Montreal Canadiens Children's Foundation
Grant Application
1260 De La Gauchetière Street West
Montréal (Québec) H3B 5E8

**APPLICATION DEADLINE IS
NOVEMBER 30
OF THE CURRENT YEAR**