



OTTAWA COMMUNITY FOUNDATION

invested for good

Community Grants Program Multi-Year Stream – Letter of Intent

To be eligible to apply for a 2020 Multi-Year Grant, please send the information and documents requested to grants@ocf-fco.ca by December 2, 2019.

This will support a follow-up conversation about whether and how the initiative could be a good fit for the multi-year stream. You do not, at this point, need to have all aspects of the proposal fully detailed or confirmed. But before submitting, please do ensure that the proposed initiative meets the intended purpose of the multi-year grants stream as described at www.ocf-fco.ca/multi-year-grants/

For any questions about the process or the information requested below, please contact grants@ocf-fco.ca, or 613-236-1616 ext. 223. You can expect a response regarding your Letter of Intent by mid-December.

1. Please fill out the form below.

Organization Contact

Organization Name:

Primary Contact for Organization (ex. Executive Director):

Title:

Address:

Phone:

Email:

Website:

Organization Details

In what year did you begin operating?

What is your organization's mission or purpose?

What is your organization's budget?

How many staff do you employ? Full time:

Part time:

Charitable Registration Number:

Is this charitable registration number registered in your organization's name?

Letter of Intent Contact

Primary contact for your Letter of Intent. Note: this can be the Primary Contact for the organization or another staff member responsible for this initiative.

Name:

Title:

Phone:

Email:

2. Please complete a Letter of Intent describing your proposed multi-year initiative and submit it as a separate document. The Letter of Intent must address all of questions listed below. Please do not exceed 3 pages.

- What is the main goal of your multi-year initiative?
- What need will be addressed through your initiative and how was that need identified?
- What is the general timeline (by key milestones) of your multi-year initiative?
- Briefly describe your initiative's activities. Please clearly describe how the initiative will evolve over the years for which the grant is requested, and how the activities will develop or change to support that evolution.
- What are the outcomes that you hope to achieve through your multi-year initiative and how will you be able to measure if those outcomes are achieved?

3. Budget Form

Please complete and submit an Initial Multi-Year Budget Form. This form can be found on the OCF website at <http://www.ocf-fco.ca/multi-year-grants/>