



H.O.P.E (Helping Other People Everywhere) Ottawa-Carleton Inc.
739A Ridgewood Ave., Ottawa, Ontario, K1V 6M8
613.237.1433
info@hopehelps.com

2017 FUNDING APPLICATION

Letter from the President

The following will provide you with some important information on the H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc. funding application and selection process. From here on H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc. shall be referred to as H.O.P.E.

H.O.P.E.'s mission is to be a volunteer, not-for-profit event management organization that raises funds for community-based charities and has fun doing so.

H.O.P.E.'s primary goal is to provide funding for local charitable organizations from the revenues generated through its principal community event, HOPE Volleyball SummerFest.

HOPE Volleyball SummerFest doesn't happen without support from its volunteers. All funding applications are reviewed by a committee of H.O.P.E. volunteers and presented to the general membership for consideration in November. At that time, a democratic vote will be held and charities will be selected to receive grants from the funds generated by the 2017 HOPE Volleyball SummerFest. The membership strives to strike a balanced choice of recipients who represent a broad range of services to the community.

The application form outlines the criteria for charity selection and requires specific information to be completed and submitted.

All applications for 2017 funding must be submitted, in their entirety, no later than 4:00 p.m. on Friday, October 7, 2016 to:

**H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc.
739A Ridgewood Ave., Ottawa, ON, K1V 6M8.**

Late applications will not be accepted. Please note that applications are pre-screened and that incomplete submissions will not be presented to the membership for consideration.

Should you have any questions, please feel free to contact the H.O.P.E. office by phone at 613.237.1433 or email at info@hopehelps.com.

Thank you for your interest in partnering with H.O.P.E.

Michael Taylor,
President | H.O.P.E. Board of Directors

Eligibility & Selection Process

To be eligible to receive funding from H.O.P.E., your organization must provide evidence in support of the following criteria:

- A non-profit charitable organization having a charitable registration number and be located in the Province of Ontario.
- Unregistered groups may apply only if they are being sponsored by an incorporated group, which is prepared to administer the funds and ensure appropriate reporting from the applicant to H.O.P.E.
- All incorporated applicants and sponsoring agents are required to show that they have been in existence for at least one year.
- The organization operates in a non-discriminatory manner as set down by the Ontario Human Rights Code (Visit the Ontario Human Rights Commission web site, <http://www.ohrc.on.ca/en/resources/code>).
- The organization is committed to diversity, serving the broad range of people that make up our community.
- The organization will promote H.O.P.E.'s fundraising event to its audiences.
- The organization demonstrates access to a strong volunteer base and **agrees to commit a minimum of 50 volunteers, in attendance at** HOPE Volleyball SummerFest.
- Completed applications must be received in hard copy and soft copy (electronic) formats. Only one hard copy is necessary. The soft copy can be sent via email to info@hopehelps.com.
- Deadline to submit an application is 4:00 pm on Friday, October 7, 2016 at the H.O.P.E. office. No exceptions will be allowed.

Selection Process

- Only those applications, including all requested information, will be provided to H.O.P.E. members for review and consideration.
- A vote by secret ballot is held with H.O.P.E. members in good standing in mid-November.
- The number of recipient charities in any given year will be determined at the discretion of the H.O.P.E. Board of Directors.
- Successful charities will receive confirmation from the Executive Director. The charity selection process is final. There is no appeal.

Ineligibility

Applications for funding will **not** be considered from any of the following:

- Profit ventures and for-profit organizations,
- Organizations seeking deficit financing (or operating in a deficit position),
- Organizations with political affiliations,

- Organizations seeking funding solely for existing administrative and operating expenses includes: rent, hydro, electricity, salaries-both of existing contracted workers and existing full-time/part-time employees will render the eligibility of funding **null and void,**
- Organizations that were selected as Recipient Charities for the HOPE Volleyball SummerFest event since 2013 or later.

Commitment between H.O.P.E. and Recipient Charities

It is the intent of H.O.P.E. to develop a positive and enthusiastic partnership with all charities selected to receive funds from the 2017 HOPE Volleyball SummerFest. H.O.P.E. is a primarily volunteer-run organization and the commitment of the **50 charity volunteers** by each chosen recipient charity, is an integral part of our Event Day requirement. In order to facilitate the planning and execution of our event, recipient charities are required to make these commitments and to participate as follows:

- **Volunteers** — Recipient Charities **must** recruit and **coordinate a minimum of 50 volunteers in attendance on Event Day. Failure to meet this commitment could result in a reduction in funding.**
- **Charity Liaison Meetings** — there will be four or five evening meetings between February and July, approximately one or two hours in length. Recipient charities **must** have a primary representative who will attend each meeting.
- **Presentation to H.O.P.E. Planning Team** — Recipient charities will attend one Planning Team Meeting in its entirety, and will provide a five to ten minute presentation about the organization and the project for which it plans to use funding received from H.O.P.E.
- All recipient charities must acknowledge support from H.O.P.E. on applicable promotional, publication and media materials, with H.O.P.E. office approval.
- Any funds received by the Recipient Charity must be used in support of the project or program described in this application. Any desired changes to allocation of funds will require pre-approval from H.O.P.E. – if funds are not allocated according to the chosen program, H.O.P.E. reserves the right to recall the funding until a review by its Board and notification to its Membership can be completed. Additional remedies may include but are not limited to summary rejection of all future funding requests.
- Recipient Charities will submit an evaluation report following completion of the project for which funds were designated. Deadline for submission of the report is December 31st, 2018. Further, failure to comply with reporting requirements will result in the charity being ineligible for funding from H.O.P.E. in the future.
- H.O.P.E. reserves the right to conduct follow-up reviews of programs/projects previously funded by H.O.P.E. to establish eligibility for future funding.
- Funding is subject to sufficient funds being available. In the event that H.O.P.E. experiences an unsuccessful event resulting in significant financial loss, H.O.P.E. reserves the right to re-evaluate the amount of funding which it will allocate to recipient charities.

Section I – General Information

CATEGORY <input type="checkbox"/> GRASSROOTS ORGANIZATION <input type="checkbox"/> UMBRELLA ORGANIZATION <i>Umbrella organizations are of national stature or relate to a hospital or university. All other organizations are grassroots.</i>	
NAME OF ORGANIZATION	
REGISTERED CHARITY BUSINESS NUMBER	
CONTACT PERSON	JOB TITLE
BUSINESS ADDRESS	
PHONE NUMBER	EMAIL ADDRESS
WEB SITE	
HAS THE ORGANIZATION RECEIVED FUNDING FROM H.O.P.E. IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PLEASE PROVIDE YEAR(S) AND AMOUNT(S)	
HOW MANY PEOPLE DOES THE ORGANIZATION SERVE?	
DOES THE ORGANIZATION HAVE A MEMBERSHIP? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, HOW MANY MEMBERS?	
DOES THE ORGANIZATION HAVE EMPLOYEES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, HOW MANY? FULL TIME	PART TIME
DOES THE ORGANIZATION HAVE REGISTERED VOLUNTEERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, HOW MANY VOLUNTEERS ARE AN ACTIVE PART OF THE ORGANIZATION ON A REGULAR OR ONGOING BASIS?	
IN WHAT YEAR DID THE ORGANIZATION RECEIVE STATUS AS A REGISTERED CHARITY?	

Section II – Information about your Organization

1. a. Describe the organization’s purpose and primary activities (maximum 250 words).

- b. Organization’s Mission statement:

Section III – Information about your Project

1. Describe the project or program the organization would implement or maintain with funds received from H.O.P.E. (maximum 250 words).
 - a. This project/program is ____ **NEW** ____ **EXISTING**
 - b. How many people would benefit directly from this project/program and its ongoing legacy?
 - c. What are the impacts of this project or program in...
 - 1-3 years?: _____
 - 5-10 years?: _____
 - 10 + years?: _____

2. Submit a detailed breakdown of the budget for the project or program that H.O.P.E’s funding will support.

3. If applicable, please list any other current/potential sources of funding for the project or program below:

FUNDING SOURCE	AMOUNT	% OF TOTAL
Government (Federal, Provincial, Municipal)		
Other not for profit organizations/events		
Internal fundraising events/initiatives		
Other sources of revenue		
TOTAL		100%

4. Based on the planned budget for the project or program described above, please indicate the amount of funding the organization is seeking (maximum \$25,000).

- Organizations seeking funding solely for existing administrative and operating expenses includes: rent, hydro, electricity, salaries-both of contracted workers and full-time/part-time employees will render the eligibility of funding **null and void**.
- The project or program should be set to start in 2018 because the funds from the 2017 HOPE Volleyball SummerFest will be disbursed at Celebration of H.O.P.E., which will be held in November/December 2017.

5. How will you promote H.O.P.E.'s funding of your project or program to key stakeholders (donors, members, volunteers, media, etc.)?

6. Feel free to provide any additional information that may be relevant to your request for funding (maximum 150 words).

Section IV – Financial Information

Submit a copy (both hard & electronic copies) of the full set organization's most recent audited financial statements. If an audited opinion is not available, a full set of reviewed financial statements is acceptable. Financial statement compilations are not acceptable.

1. Please list the organization's current sources of funding:

FUNDING SOURCE	AMOUNT	% OF TOTAL
Government (Federal, Provincial, Municipal)		
Other not for profit organizations/events		
Internal fundraising events/initiatives		
Other sources of revenue		
TOTAL		100%

Checklist

In order to ensure that all applications are treated in a fair and equitable manner, only the requested information and supporting documents will be considered during the review process. Accordingly, please do not submit copies of annual reports, brochures or any other promotional material.

The only acceptable supporting documents are the following:

- most recent financial statements (see Section IV)
- detailed budget breakdown for the project or program (see Section III)
- evidence the organization operates in a non-discriminatory manner (page III)

Note: this is not restricted to personnel policies. The organization should clearly demonstrate that its programs, activities and services are open to the broad range of people in our community.

Understand and ensure the following:

- You have complied with the eligibility criteria (page III),
- You understand the commitment between H.O.P.E. and recipient charities (page V),
- You agree to recruit, coordinate and have in attendance 50 volunteers on H.O.P.E Event Day,
- Have submitted a hard copy (**by Friday, October 7 at 4pm to the H.O.P.E office at 739A Ridgewood Avenue**) and an electronic copy (by Friday, October 7 at 4pm) to info@hopehelps.com of all requested documentation.

Privacy Statement

H.O.P.E. agrees not to use any or all of the information supplied by the said applicants for any means of: promotion, commerce and to solicit funds, information or to sell to any other organizations. Unsuccessful applications are kept for 6 months then destroyed.