



## **FUNDING PROGRAM GUIDELINES**

The Wasyl Topolnicky Memorial Foundation has been established in memory of Wasyl Topolnicky, the father of the Ukrainian credit union movement in Canada and founder of Carpathia Credit Union.

Foundation dedicated to supporting the preservation, promotion, and advancement of Ukrainian arts, culture, heritage, and education in Manitoba.

### **CRITERIA**

- The applicant should be a registered Canadian charitable organization or qualified applicant, as defined by the Income Tax Act.
- If the applicant is a charitable organization but not registered, they must provide one reference from a registered Canadian charitable organization.
- The applicant should be a group / organization with a proven track record of responsible use of funds.

### **SUPPORT**

- Support will be to a maximum of \$2,500 per application. Special projects exceeding this amount may be considered.
- The Foundation will consider one project per year, per group / organization.
- Support to qualifying charitable organizations will be dependent on available funds.

### **GENERAL DEADLINE**

- Application requests will be reviewed and considered three times per year.

Submission deadlines: May 31<sup>st</sup>; August 31<sup>st</sup> and December 31<sup>st</sup>.

- Projects must be completed within twelve months following approval, unless otherwise indicated.

### **APPLICATION**

- Applicants are required to complete all sections of the application form.
- All attachments as specified must be included. Incomplete applications will not be considered.
- Include a complete project budget, entering all project revenue including the expected support from the Topolnicky Foundation and all project expenses. A deficit project budget will not be considered.
- All applications must be submitted by the deadline to:

Wasyl Topolnicky Memorial Foundation Inc.  
c/o Carpathia Credit Union Ltd., Corporate Office  
3<sup>rd</sup> floor, 952 Main Street  
Winnipeg MB R2W 3P4

## **TERMS AND CONDITIONS**

- Financial support is paid in two installments
  - The first installment of 50% will be provided up to three months prior to the commencement of the project
  - The second installment will be provided upon receipt of the post project report.
- Applicants receiving support are required to provide within three months after completion of this project, a post-event report including:
  - Financial statements
  - Advertising and promotion materials
  - Relevant press clippings
  - Attendance figures
- Any project changes require notification and approval of the Foundation, prior to receipt of final payment.
- Any approved projects exceeding one year, must submit annual status reports.
- Final Payment will not be made to any applicant until a satisfactory post project report has been submitted.

## **ACKNOWLEDGEMENT OF SUPPORT**

The recipient will acknowledge the funding of the Wasyl Topolnicky Memorial Foundation Inc. in all project related publicity including event program, brochures, newspaper publications, television and radio advertising, press-releases and media conferences.

For support of \$500 or more, the Wasyl Topolnicky Memorial Foundation will receive:

- a minimum of one half (1/2) page for advertising in the event program
- a minimum of 4 event tickets.

For support of \$100 - \$499, the Wasyl Topolnicky Memorial Foundation name and logo to appear.

For support under \$100 the Wasyl Topolnicky Memorial Foundation name to appear with credit line.

Note: Wasyl Topolnicky Memorial Foundation will provide camera-ready and electronic format artwork.

Site Signage: when possible, Wasyl Topolnicky Memorial Foundation banner to appear in association with the supported project.

The Wasyl Topolnicky Memorial Foundation reserves the right to publicize all funded projects.

Wasyl Topolnicky Memorial Foundation will be given first right of refusal to host any media or social event in connection with the project.

Wasyl Topolnicky Memorial Foundation reserves the right to purchase tickets to events sponsored by same to be used as promotional give away items.



**WASYL TOPOLNICKY MEMORIAL FOUNDATION, INC.**  
**ФУНДАЦІЯ ІМ. В. ТОПОЛЬНИЦЬКОГО**  
FUNDS ADMINISTERED BY CARPATHIA CREDIT UNION LTD.

**APPLICATION FORM**

**1. Applicant Information**

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date of Application \_\_\_\_\_

Contact Person for this Application:

Name \_\_\_\_\_

Position in organization \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

**2. Organizational Information**

Type of Organization: national  regional  provincial  local

Year / Date established \_\_\_\_\_

Is your organization incorporated? yes  no

If yes, under which laws? provincial  federal

Is your organization registered as a charitable organization? yes  no

If yes, please give registration number \* \_\_\_\_\_

Number of Members in Organization \_\_\_\_\_

Bank account maintained at \_\_\_\_\_

If account at the Carpathia Credit Union please provide member number \_\_\_\_\_

Does your organization have:

A) Board of Directors? yes  no  appointed  elected

B) An Executive? yes  no  appointed  elected

If these positions are elected, how often are elections held? \_\_\_\_\_

If these positions are appointed, who appoints them? \_\_\_\_\_

Is your organization affiliated with any other organizations? yes  no

If yes, please name \_\_\_\_\_

**3. Principal Officers**

President \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Vice – President \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Secretary \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Treasurer \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Other board members:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

**4. Membership**

Who is eligible for membership? \_\_\_\_\_  
How many members do you have now? \_\_\_\_\_  
Briefly describe aims of your organization \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fiscal year of organization from \_\_\_\_\_ to \_\_\_\_\_

**5. Funding Request**

Title of Project \_\_\_\_\_  
Amount requested \_\_\_\_\_ Total Project Cost \_\_\_\_\_  
Provide description and objectives of the project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event \_\_\_\_\_ Project completion date \_\_\_\_\_  
Anticipated attendance (if applicable) \_\_\_\_\_

**6. Budget**

Please provide budget details for this project including a realistic projection of revenues and expenses:

**(1) REVENUE**

Commitment from your group:

Rent	\$ _____
Admissions (concerts)	\$ _____
Concessions	\$ _____
Fees for performances	\$ _____
Registration fees	\$ _____
Fundraising	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
	Total group commitment: \$ _____

Government Departments / Agencies (specify source and amount)

_____	\$ _____
_____	\$ _____
	Total government departments/agencies \$ _____

Private Donations and other sources (specify source and amount)

_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total private and other donations \$ _____
	<b>TOTAL REVENUE \$ _____</b>

**(2) EXPENDITURES**

Administration and project costs:

Salaries, benefits, honoraria, etc.	\$ _____
Travel	\$ _____
Advertising, promotion	\$ _____
Membership	\$ _____
Newsletter	\$ _____
Office supplies	\$ _____
Rental / Utilities	\$ _____
Telephone / Postage	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>TOTAL EXPENDITURES \$ _____</b>

(3) _ (1) TOTAL REVENUE	\$ _____
(2) TOTAL EXPENDITURES	\$ _____
<b>SURPLUS/DEFICIT</b>	<b>\$ _____</b>

Please provide details of acknowledgment of support to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- PLEASE ATTACH:**
1. A copy of your constitution or by-laws
  2. A summary of your prior year's activities
  3. A financial statement of last year's operations

