**Worksheet**

# Community Projects

This worksheet has been provided to help applicants gather the necessary information and support documents in preparation for filling out the online application form. This document is for draft purposes only and cannot be submitted – please transfer the information to the online form when ready. *Only online applications will be accepted*.

\*= optional field, all other fields are required

**Contact Information**

**First Name**

**Middle Name**\*

**Last Name**

**Email Address**

**Phone Number**

**Organization Name**

**Organization Mailing Address**

**Type Of Organization or Group**

**• JC Organization**

**• Non-JC Organization**

**• Unincorporated Group**

Japanese Canadian Organizations, Non-Japanese Canadian Organizations and Unincorporated Japanese Canadian Groups can apply.

Japanese Canadian Organizations must be incorporated under a provincial or federal corporations Act without the distinction of a not-for-profit designation whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians and/or enhance and encourage Japanese Canadian or Japanese cultural activities.

A Non-Japanese Canadian Organization must be a not-for-profit organization with a project mandate that clearly adds to the legacy of the Japanese Canadian pre-war history benefiting cultural, educational, community building, or knowledge creation and mobilization. Educational institutions and museums are also eligible to apply. The project must demonstrate a relevance to the Japanese Canadian community. The organization must have an established constitution and by-laws and have been incorporated for at least two years.

Unincorporated Japanese Canadian Groups must consist of at least 10 members, which could include active participants in the group’s activities. Its membership must include Canadians of Japanese descent. Its activities offer Japanese Canadians opportunities to connect with one another, with their culture(s) and/or identity. If a subgroup (such as a volunteer group or auxiliary) falls under the umbrella of a larger organization, the group must be endorsed in writing by their larger organization.

The applicant must demonstrate that they have relevant experience providing Japanese or Japanese Canadian activities. The applicant must demonstrate that they have relevant experience and qualified personnel identified to manage the project they are proposing.

**Business Registration Number** (for JC Organizations and Non-JC Organizations)

Please provide your Business Registration Number (BN / GST number / HST number depending on the province).

**Description of Organization or Group**

Description of the organization or group, including its mission statement, a brief history of the organization or group, and current activities. Please highlight services provided to the Japanese Canadian community. (Maximum 300 words)

**Confirmation of Project**

Confirmation that this application is for Community Projects.

**Funding Amount Requested**

Funding up to $20,000 per application per organization (Japanese Canadian Organizations and Non- Japanese Canadian Organizations).

Funding up to $10,000 per application per organization (Unincorporated Japanese Canadian Groups).

**Project Title**

The name that you wish this project to be referred to for grant management and public recognition purposes.

**Project Description** (short)

Short, one-sentence description of the project to be used for grant management and public recognition purposes.

**Project Description** (long)

Please describe your project, including the activity(ies), the intended outcomes, and the benefit to the Japanese Canadian community. (Maximum 300 words.)

**Project Timeline**

Specify your project timelines from start to completion. Please provide a start and end date to your project. (Maximum 300 words)

**Project Resources**

Please outline what resources are required to complete your project and provide a short rationale for each. Ensure all resources match what you’ve captured in your budget. Examples of resources include: purchases, rentals, labour, travel expenses, administrative costs, and contingency amounts (for unanticipated expenses). If your project has a travel component, please also specify the names of all travelers, travel locations, dates, mode of travel, and the reason for travel. (Maximum 300 words)

**Internal Capacity to Complete Project**

Describe the organization’s internal capacity and expertise to manage and execute the project, including key personnel.

**Budget**

Please enter a balanced budget showing projected sources of funding and expenses. Your budget should include a detailed breakdown/rationale for all expenses, in particular those that comprise 10% or more of the budget. If project costs exceed the maximum possible grant, you must specify all confirmed additional funding sources in your budget submission. It is critical that your budget aligns with the amount of funding requested. Please ensure all of the information in your budget is captured and explained in your application under "Project Resources".

Please note, applicants are required to use the budget form that is built into the application. All fields must be filled out in order to move forward through the application. All Yes/No fields must be checked.

It is highly recommended that the budget template be used to work out the budget before beginning the online application process. The amount needed for the project, including the amount requested and any extra costs, must align with your overall budget. The total of all budget items MUST match the total of the grant amount requested. For example: If your requested grant amount is $4,500, all of the expenses noted in your budget must add up to the same amount or the application cannot move forward.

### **Total Amount Required**

Other income sources must be confirmed. Fundraising and sales are not considered confirmed sources of funding. NAJC funding is not permitted per the grant guidelines.

**Total amount requested from Community Fund**

**What is your total budget?**

**Does your budget exceed the grant available?** Yes/No

**If Yes, Confirmed Source of Funding**

Please identify each source. If your organization or group is prepared to cover the amount, please type “Personal Source” under “Confirmed Source of Income” . Click + to add another line.

**Budget Form**

### **Purchases**

Specify equipment or supplies, and the cost. Refer to the guidelines related to Capital Purchases when filling out these fields.

**Do you have Purchases?** Yes/No

(E.g., Materials and equipment, project supplies, food and non-alcoholic beverages, decor, office equipment, software, gas and parking, etc.)

**Materials and Equipment**

Cost:

Description:

**Project Supplies**

Cost:

Description:

**Software and Subscriptions**

Cost:

Description:

**Printing Costs**

Cost:

Description:

**Catering (Alcohol is not permitted)**

Cost:

Description:

**Beverages (Alcohol is not permitted)**

Cost:

Description:

**Delivery Costs**

Cost:

Description:

**Fuel**

Cost:

Description:

**Parking**

Cost:

Description:

**Other Expense** (Purchases)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Rentals**

Specify equipment and rental rates.

**Do you have Rental fees?** Yes/No

(E.g., Venue, facility, audio visual, etc.)

**Venue Rental Fees**

Including insurance, tables, chairs, etc..

Cost:

Description:

**Audio Visual Equipment**

Audio visual equipment could include projectors, video camera or lighting equipment rentals etc..

Cost:

Description:

**Other Expense** (Rentals)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Labour**

Specify labour costs and purpose.

Do you have Labour fees? Yes/No

(E.g., Professional fees, facilitator fees, honoraria, etc.)

**Subcontractors**

Caterers, event companies, AV companies, etc..

Cost:

Description:

**Consulting Fees**

Cost:

Description:

**Facilitator/Moderator Fees**

Cost:

Description:

**Project Management**

Cost:

Description:

**Research**

Cost:

Description:

**Digitization & Archiving**

Cost:

Description:

**Language Translation Services**

Cost:

Description:

**Honoraria**

Honoraria can include payment to people involved in aspects of the project other than management. See Administrative fees.

Cost:

Description:

**Other Expense** (Labour)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Travel Expenses**

Please specify travel expenses as outlined in the Project Resources section of the application.

Do you have Travel Expenses? Yes/No

(E.g., Air travel, ferry travel, car rentals, etc.)

**Air Travel**

Cost:

Description:

**Ferry Travel**

Cost:

Description:

**Car Rentals**

Cost:

Description:

**Parking**

Cost:

Description:

**Fuel/Mileage**

Cost:

Description:

**Taxis/Ride-sharing**

Cost:

Description:

**Public Transportation**

Cost:

Description:

**Per Diems**

Cost:

Description:

**Accommodations**

Cost:

Description:

**Other Expense** (Travel)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Administrative Costs**

Administrative costs must not exceed 20% of the grant total.

**Do you have Administrative Costs?** Yes/No

**Office Rent**

Cost:

Description:

**Communications**

Cost:

Description:

**Legal**

Cost:

Description:

**Accounting**

Cost:

Description:

**Consulting**

Cost:

Description:

**Insurance**

Cost:

Description:

**Permits and Licenses**

Cost:

Description:

**Banking Fees**

Cost:

Description:

**Courier/Shipping Costs**

Cost:

Description:

**Other Expense** (Administrative Costs)

Please identify each expense. One expense per line. Click + to add another line.

Description:

Amount:

**Contingency**

Please refer to the FAQs for an explanation of Contingency budget. Explain any amounts exceeding 10% of the budget total.

**Do you have a Contingency?** Yes/No

Description:

Amount:

**Financial Statements\***

The most recent financial statements from the last two years.

\*For categories 1 & 2 only

**Attestation of Financial Responsibility**

The applicant is prepared to assume the financial responsibility of any budget costs surpassing the maximum grant threshold.

**Attestation of Application**

By completing this application form I declare that the information above is truthful and accurate to the best of my knowledge and belief. *Yes*