**EFC Funding Application**

**Spring 2024**

EFC has NEW submission information and application forms for the Spring 2024 funding cycle. Old application forms will not be accepted.

**INSTRUCTIONS FOR SUBMISSION**

Your application must include all required items on this checklist and be in English to be considered.

1. **Application Form** (Pages 2-3 of this file): One form per program or initiative. Textboxes can be made larger to accommodate full responses or additional pages may be attached.
2. **Budget** (page 4 of this file, also available as a separate .xls file on request): Your budget should list ALL sources of REVENUE and EXPENSES for the proposed program or initiative.
3. **Year End Financial Statements:** Most recent copy, inclusive of balance sheet.
4. **Contact List:** List of the organization’s Board of Directors, or organizational oversight with contact information for each individual. Please also identify the individuals responsible for marketing and social media at your organization.
5. **Proposal Letter (1 page max):** Please submit a proposal letter to describe how EFC’s financial support will help your organization fulfill its goals.
6. **Any Additional Information or Support Material**

Funding applications are reviewed twice a year. **Submission deadlines:**

**Spring: March 1st**

**Fall: October 1st**

For assistance completing this form, please contact EFC at 416-465-5600 or [info@estonianfoundation.ca](mailto:info@estonianfoundation.ca).

**Please email or send your complete application on or before the deadline to:**

[nicole@estonianfoundation.ca](mailto:nicole@estonianfoundation.ca) cc: [info@estonianfoundation.ca](mailto:info@estonianfoundation.ca)

OR Estonian Foundation of Canada, 3 Madison Ave, Unit G2, Toronto, ON M5R 2S2

**EFC Funding Application Form (3-Parts)**

**Spring 2024**

PART 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | | | | |
| Name of Applicant or  Organization |  | | | |
| Contact Person(s): |  | Email and  Phone: |  | |
| **Mailing address:** | | | | |
| Street: |  | | | |
| City, Province |  | | Postal Code: |  |

|  |  |
| --- | --- |
| **PROGRAM OR INITIATIVE** | |
| Name of Program or Initiative:  (One form per program or initiative) |  |
| 1-2 Sentence Description of Program or Initiative:  (Must indicate TYPE – i.e. Project, Ongoing Program, Annual Recurring Event, One-Time Event such as anniversary, show, presentation, cultural event, etc.) |  |
| Duration:  (From / To) |  |
| Expected Attendance: |  |
| Provide a brief description of how this program or initiative **advances Estonian culture, heritage, language and/or education** in Canada (100 words max): |  |

|  |  |
| --- | --- |
| **FUNDING** | |
| Funding requested from EFC: | $ |
| Does your organization have other EFC-funded **programs or initiatives that are still** **active**?  If YES, please list them: |  |
| Does your organization have **unused** **funds** **from** **previous** EFC-funded programs or initiatives?  If YES, please list the amount(s): | $ |
| How will any **possible financial shortfall** be covered by your organization: |  |
| What is the total amount of **investments/ reserves** held by your organization? | $ |

|  |  |
| --- | --- |
| **EFC RECOGNITION** | |
| **EFC must continue to receive donations from our community to support funding requests. When EFC provides support, recipients become EFC allies in promoting EFC within our community by the following:**   * **Language:** Include recognition of EFC in all marketing and communications. Your organization’s EFC funding letter will stipulate whether to use the term “major funder” or “sponsor”. Inform your audiences how EFC funds are used. * **Logo:** Include the EFC logo in all materials and on the web. EFC logo files may be obtained by contacting EFC’s office. * **Banner:** Display the EFC standing banner wherever possible. It is the responsibility of the funding recipient to contact EFC’s office to obtain one. * **Marketing & Social Media Collaboration:** Send photos, posters, and notifications of all programs and events to the EFC office for sharing through the Foundation’s website, newsletter, and social media. Tag EFC on social media. * **Encourage Donations:** Encourage family, friends, members, and participants to donate to EFC. Share the link to EFC’s [“Donate Now”](https://estonianfoundation.ca/donate-online) webpage. Invite EFC/Directors to attend and say a few words at your events. | |
| How will your organization recognize EFC’s funding? |  |
| How will your organization promote EFC? |  |
| How will your organization encourage donations to EFC? |  |

PART 2

**DECLARATION**

* We have read and understand the funding information and eligibility criteria of the Estonian Foundation of Canada (EFC).
* We accept the application terms and conditions.
* We agree to abide by the decision and the requirements of EFC.
* We confirm that the statements in this application are true.
* We confirm that our application is complete.

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Print Name Print Name

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Role in Organization Role in Organization

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Signature Signature

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Date Date

**EFC Funding Budget**

**Spring 2024**

PART 3

* Please add items unique to your request in the blank spaces provided or add a table.

