



Application Guidelines

Initial Application

To be considered for Foundation support, applicants should submit a one to two page initial letter over-viewing their proposal. This letter should include the following:

- A clear statement of the purpose
- A description of the proposed activity
- A statement of benefit from the activity
- An identification of key participants, collaborators, board of directors
- An estimated budget and time frame
- The organization's legal name, Revenue Canada charitable BIN
- Most recent audited financial statements
- An appropriate contact person, with address, telephone and fax numbers
- A specifically identified dollar request is required
- An explanation of how the project/program meets our guidelines.

Final Application

If a proposal meets the Foundation's criteria and initial screening process, a full proposal will be invited requesting complete details. The full proposal should contain the following:

Cover Letter

- Brief description of applying organization
- Brief description of proposed project
- Specific amount of request
- Organization's legal name, address, telephone & fax
- Revenue Canada Charitable Business Registration Number
- Name of appropriate contact person(s)

Background Information

- History and purpose of the organization
- Description of organization's clientele
- Description of corporate policy

Specific Request

- Description of project and its objectives
- Evidence of community engagement
- Geographic area to be served
- Time frame of the project
- Evaluation design and dissemination plans

Personnel Information

- Personnel implementing the project and their qualifications
- Names of directors and senior staff
- Use of volunteers

Financial Information

- Detailed project budget
- Project and organizational budget coordination
- Short and long-range financial planning
- Other sources of funding/anticipated funding
- Most recent annual financial statements
- Sources of organization's funds-public and/or private
- Specific dollar requests

All applications and ancillary documents can be sent to:

The Lupina Foundation, 253 Danforth Ave, Suite 300, Toronto ON M4K1N2