



Canada Safeway Foundation FUNDING APPLICATION

Mailing Address: P.O. Box 864, Stn. M Calgary, AB, T2P 2J6 Phone: 403.730.3628
www.canadasafewayfoundation.org

Date: _____

Organization Profile

Legal Name of Organization: _____ Charitable Number: _____

Year Founded: _____ Website: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax: _____ Email: _____

Contact Person: _____ Title: _____

Geographic focus of organization (Local/Community, Provincial, Regional, or National)? _____

How many staff are employed by your organization? _____ (full-time) _____ (part-time)

How many volunteers are involved in your organization? _____ (adult) _____ (youth)

Please describe the primary focus of your organization (we request that you limit your description to one paragraph).
Include your organization's purpose and mission.

Are there any Canada Safeway employees involved in your organization? _____ (yes) _____ (no)

Have you received funding from the Canada Safeway Foundation previously? _____ (yes) _____ (no)
If yes, for what project?

Who else funds your organization? Do you receive United Way funding?

Project Profile

Name of Project

Is this a new project or does it currently exist? Please explain.

Length of project: _____ (start date) _____ (end date)

How much are you requesting from the Canada Safeway Foundation? _____

Are you requesting a one-time, short-term (less than one year) or long-term (more than one year) commitment?

Does your project target a specific cultural, ethnic, linguistic or lifestyle segment of the population? If yes please explain.

What age group will your project most benefit? _____

Have you spoken to anyone at the Canada Safeway Foundation regarding your application? ____ (yes) ____ (no)

Please answer all of the following items in a separate document. They include:

Project Description (we ask that your project description does not exceed 2 pages)

- Provide a description of the project. Explain the current situation and the need that exists.
- Describe the issues that will be addressed by this project and evidence of those issues.
- Identify your key project objectives (what, how, when and where).

Critical Path

- Outline the critical path associated with your project. Be sure to include the year, month (and if possible) date of each milestone of your project.
- Describe in point form any potential problems this project might encounter. What could limit its success? How will you deal with these barriers?

Budget and Funding Details

- Outline the total budget for your project. Itemize your revenue and expenses.
- If funds are needed for human resources please provide a position description including qualifications and salary. If the position currently exists please describe how it is currently funded and why funding is needed.

Evaluation

- How will you measure your success?
- Are you aware of other organizations that are involved in similar projects?

Community Awareness

- How many people will benefit from this project?
- Do you have any other partners in this initiative?
- How will you promote the project?
- How will Safeway's involvement be highlighted?

Please ensure you have all of the following items enclosed with your application form. They include:

Cover Letter
Application Form
Latest Annual Report

List of Board Members
Project Description
Critical Path

Budget and Funding Details
Evaluation
Community Awareness