

## **EJCCF Grant Request Template**

1. Organization name, Registered Charitable Business Number, contact information.
2. Brief introduction to your organization.
3. Overview of your request to include:
  - a description of your project and it's purpose.
  - how the project was identified as a priority by your organization.
  - a description of the audience impacted by your program.
  - the names of other organizations (if any) involved.
4. Cost of the project with a general breakdown of the expenses.
5. Amount of funding requested from EJCCF and a brief description of how the monies received would be used.
6. Names of other organizations involved in supporting the project and a list of other modalities used in raising the needed funds for the initiative if applicable.
7. Describe plans to ensure long term budgetary sustainability if the project will be ongoing.
8. Describe how you would publicly recognize the EJCCF for it's support of your project.