

APPLICATION FOR PROGRAM OR PROJECT GRANT



A non-profit corporation dedicated to Canada's outdoor heritage

30 Village Centre Place,
Mississauga, ON L4Z 1V9
Phone: (905) 361-2677
Fax: (905) 371-2678
www.sportshows.ca

FUNDING CRITERIA

It is important that applicants carefully read the granting criteria before completing an application form.



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GENERAL OBJECTIVES

The Canadian National Sportsmen's Shows ("CNSS") is a non-profit corporation dedicated to Canada's outdoor heritage. CNSS business activities are directly related to outdoor life and living. The proceeds from these operations are distributed through the granting programme of the corporation, which is directed by a Board of Trustees, under the approval of the Board of Directors.

The CNSS expects grants be consonant with at least one of the following objectives of the corporation:

- a) to foster and promote an interest in outdoor life and living;
- b) to stimulate a knowledge of Canadian wildlife, waters and forests; and/or
- c) to stimulate planned conservation of Canadian wildlife, waters and forests.

All correspondence should be addressed to:
Administrator,
Granting Programme,
Canadian National Sportsmen's Shows,
30 Village Centre Place,
Mississauga, ON L4Z 1V9
(905) 361-2677

The CNSS endeavours to fund worthwhile projects on a matching fund basis in co-operation with other agencies. Support from other sources may provide additional evidence of the project's value.

It is not the purpose of the CNSS to provide continuing support for long-term or open-ended projects. To the extent that funds are available and that a particular proposal is appropriate within the context of the CNSS objectives, seed money may be provided for a limited period to support the early development of a new undertaking or the redirection of an existing enterprise. In either case, the CNSS requires a

Please retain for future reference

clear indication of how the future funding of the project is to be handled.

The CNSS will also require evidence that the total project funding is in place prior to issuance of the grant.

ELIGIBILITY

CNSS reserves the right to determine, in its sole discretion, the eligibility of any individual, organization or project for support. The following criteria are material to any funding request.

1. A recipient must both at the time of application and during the grant period, maintain and provide evidence of its status as a non-taxable entity.
2. The policies of CNSS do not permit it to fund work done by private consulting firms.
3. It is CNSS policy to entertain project proposals from parent organizations rather than branches.

NOTIFICATION OF DECISION

Each applicant will receive a letter of notification of decision. CNSS does not advise unsuccessful grant applicants of the reasons for rejection.

APPLICATION FORM

NUMBER OF COPIES:
TYPEWRITTEN ORIGINAL PLUS ONE
COPY MUST BE COMPLETED ON
CNSS FORMS

2 copies of all communication, including letters, financial statements, reports, pamphlets and other documents must be forwarded properly collated in 2 sets with the covering letter placed on top.

FUNDING CRITERIA

No application will be considered if not completed in accordance with the instructions herein.

Execution of the application constitutes acceptance of the responsibility for complying with the granting conditions described herein.

All applications will be subject to the most rigorous review and should be written with this in mind.

Applicants are expected to operate on a realistic budget based on acceptable accounting principles.

1. As CNSS awards on a matching fund basis, it is mandatory to record applications made to other agencies, and commitments received.
2. CNSS believes an educational component to a project is of importance in increasing public awareness. Please identify your educational objectives and how they will be achieved.
3. A complete application must include information on the agency submitting the proposal with supporting background data, latest audited financial statements, a list of the board of directors, and any other information to assist CNSS in understanding the operations of the organization.

NOTE:

If the project is of interest to CNSS, a more detailed request and/or personal visit to the site, with those involved, may be required.

COMMUNICATIONS PLAN PUBLIC RELATIONS COMPONENT ACKNOWLEDGEMENT OF CNSS SUPPORT

The philanthropic programme of CNSS is financed entirely with funds generated from the shows of the corporation, and accordingly, credit must be given so as to augment these activities and ensure that it maintains its ability to support similar projects in the future.

The CNSS applicant agreement provides space for the detailing of a public relations plan which must be completed by the applicant. It is the responsibility of each grant recipient to consider the participation by CNSS in all openings, ceremonies, presentations, and press conferences so that recognition can be given to the efforts of all those involved in the operations of the corporation.

CNSS regularly submits news releases to the press, journals, magazines, T.V. and radio covering the activities of the corporation. As well, CNSS uses granting information in its business activities and in the show guides of its outdoor-related shows. Consequently, CNSS will request no fewer than 2 coloured photos featuring the project and its participants.

1. CNSS grants are to fund the project as approved. Modification of the project will not be permitted without the prior written consent of CNSS. CNSS shall retain the right to cancel and request the return of monies awarded in the event of unauthorized modification of the project.
2. Applicants must define what tangible and important results will be achieved by the project, making reference to the objectives of CNSS as outlined.
3. Grants are not to be used for any part of the salary of the grantee or his family.
4. CNSS retains the right to enforce any or all of the terms or conditions pursuant to which any grant may be made. *The funding of all grant applications (whether accepted or not) shall remain contingent upon CNSS funding availability for such purposes.*

LIABILITY

Applicants, and the institutions and organizations they represent or by which they are employed, assume entire responsibility for the carrying out of their project and for the results thereof. CNSS does not, by the grant of funds, acknowledge the efficacy of the methods to be adopted in the project or that they will be in compliance with applicable law, and by associating itself with the project by means of

FUNDING CRITERIA

financial or other support, CNSS does not warrant the validity of the results or that the results will be beneficial.

By accepting a grant of funds, the applicant and his institution or organization release, absolve and agree to indemnify CNSS, Canadian National Sportsmen's Shows and their respective trustees, directors and officers from and against any and all liability, damages, costs and expenses arising from any injury or damage whatever that may be suffered or incurred by any individual, firm, corporation or agency and which is caused or contributed to, directly or

indirectly, by the operations of the applicant, his institution or organization or by the use and application of the grant funds. Acceptance of the grant indicates an agreement to all this. A signed acknowledgement must be provided before payment of grant.

Application for project grant

Applicant _____
(Organization)

CONDITIONS

All grants are subject to periodic review by CNSS. Notwithstanding notification to the recipient of acceptance of the application, CNSS shall retain the right to cancel any funding programme without cause or recourse.

DETAILS OF APPLICANT'S PUBLIC RELATIONS PLAN

EDUCATIONAL COMPONENT OF PROJECT

It is hereby acknowledged that the funding criteria forms part of the application and accordingly, the applicant and authorized personnel by execution and delivery of the application agree to be bound by the terms and conditions thereof.

Applicant _____
(Organization)

Date _____

Per _____
Authorized personnel (Signature)

Title _____

Per _____
Authorized personnel (Signature)

Title _____

Address _____

Province _____ Postal Code _____

Telephone () _____

No. of members in organization _____

Please enclose the latest audited financial statements and list of board of directors with application and forward 2 copies of application for our review. Thank you.

SHORT TITLE OF PROPOSED PROJECT

Commencement Date _____

Amount Requested \$ _____

Completion Date _____

Total Project Costs \$ _____

OUTLINE OF PROPOSED PROJECT

Short statement of the objectives and importance of the project as related to the stated goals of the *Canadian National Sportsmen's Shows*.

(If necessary, please use separate sheet to complete.)

Budget

All grants are for the year. If work will continue beyond one year indicate this in the proposal. The total funding from all sources must be shown.

Summary details of the program or project must be provided. Upon request, additional information may be necessary.

AMOUNT REQUESTED FOR THIS PROJECT

Funding criteria

To meet the requirements for funding, the grant applicants must:

- 1) be a not-for profit organization;
- 2) have raised 50% of the total funds from sources other than CNSS.

Applicant agreement

The effective date of the grant is the date of the acceptance letter advising the recipient (organization) of CNSS' approval of the grant. If CNSS decides to fund this project, the applicant hereby agrees to be bound by the provisions of the funding criteria and agrees to provide the following materials;

Project report

In all cases, a project report (on CNSS form) must be completed and submitted to CNSS in accordance with the terms set out therein. Applications for continued or for other grants will not be considered if a project report covering a previous year's grant has not been received.

Statement of expenditure

In all cases, a statement of expenditure (on CNSS form) must be completed and submitted to CNSS in accordance with the terms set out therein. Applications for continued or for other grants will not be considered if a project report covering a previous year's grant has not been received.

Photographs

Photographs requested pursuant to the section of the funding entitled "Public Relations Component – Acknowledgement of CNSS Support", must be provided.

Public Relations plan

Pursuant to that section of the funding criteria entitled "Public Relations Component – Acknowledgement of CNSS Support", a detailed outline is requested below. Copies of all news releases, results from releases and other evidence of acknowledgement to be forwarded to CNSS as developed.

Please keep a copy of this agreement, as well as a copy of the completed application and the funding criteria. The Canadian National Sportsmen's Shows retains the right to cancel any funding program without cause or recourse.

Send application to:

Canadian National Sportsmen's Shows

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