Heart of Georgian Bay Community Forward Fund Grant Application

HCF's Heart of Georgian Bay - Community Forward Fund Grant Application Intake Form

* Indicates required question

1. Email *

Funding Opportunity

The Heart of Georgian Bay Community Forward Fund prefers **project-based applications,** with priority given to new projects and new programs. The funder is seeking **bold & innovative** ideas that address: Food Security; Education, Literacy and Training opportunities; Healthy Living Activities; Environmental Leadership; Promotion of Mental Health, or Creativity in Arts and Culture.

Applications for new projects, existing projects, new programs, and existing programs will be assessed on their merits, with consideration given to the nature of the request. In keeping with the Fund's priorities, applications for new projects and new programs will receive additional points in the assessment process.

This grant is available for either single or multi-year (2 year) funding. Applicants who wish to apply for multi-year funding will be presented with additional questions to support their application.

Please review the Terms & Conditions as it relates to both funding models.

Direct Community Benefit

Projects must provide a **direct benefit to residents** located in Midland, Penetanguishene, Elmvale, Tiny Township, Tay Township, or Beausoleil First Nation.

Funding Breakdown

The minimum funding available is $100,000.

- Additional funding may become available through a matching campaign running until December 31, 2026. Any additional funds raised will increase the total funding available for eligible projects.
- Applicants can apply for a single-year grant of up to $10,000 or a multi-year grant of up to $20,000 over 2 years ($10k/year).

Note: Partial funding is possible depending on the quality of the applications.

Matching Requirement

All applicants must provide **equally matching funds or in-kind contributions** that directly support the funding request, with details clearly stated in the application. For each requested dollar there must be at least one matching or in-kind contribution of the same amount. Volunteer time, and other grants are eligible for matching purposes, but must be verifiable.

Key Dates and Deadlines

- Application Opens: November 2, 2026 at 9:00AM ET
- Application Closes: December 30, 2026 at 5:00PM ET
- Notification of Results: February 15, 2027

- Release of Funds (both single & multi-year Grants): March 1, 2027

Reporting

For Single-year Grants:

- All Funds must be used by: February 29, 2028
- Final Report Due: April 30, 2028 or 60 days after completion of the project

For Multi-year Grants:

- Year 1 Interim Progress Report Due: November 30, 2027
- Year 1 funding must be used by: February 29, 2028
- Year 2 funding must be used by: February 28, 2029
- Year 2 Final Report Due: May 1, 2029 or 60 days after completion of the project

Additional Communications & Recognition

In addition to HCF's standard Communications & Recognition requirements, recipients of funding through the *Heart of Georgian Bay Community Forward Fund* must:

- Acknowledge the *Heart of Georgian Bay Community Forward Fund* as the funding source in all public communications related to the grant
- Provide at least one story or testimonial highlighting the grant's impact, suitable for donor recognition and community reporting

HCF's Terms & Conditions

Please read these Terms & Conditions carefully. By submitting your application, you confirm that you have reviewed and agree to the following:

I. General Agreement and Governance

1. By submitting an application, applicants confirm they have reviewed and agree to the Terms and Conditions and the applicable Funding Opportunity.
2. HCF's granting decisions are final.
3. These Terms and Conditions may be updated periodically.
4. All applications will be reviewed by an **independent volunteer Grants Committee** and approved by the Fund Sponsor or the HCF Board, as applicable.

II. Eligibility and Scope

1. Eligibility requirements and funding parameters may vary by program. **Additional project-specific details, requirements, eligibility criteria, conditions, etc. are outlined in the applicable Funding Opportunity Section**. These details form an integral part of these Terms and Conditions and shall be read in conjunction with them.
2. **Legal Status:** Applicants must be a **registered charity or qualified donee** with the Canada Revenue Agency (CRA).
3. **Charitable Sponsorship:** Organizations that are not registered charities must partner with a qualified donee as a charitable sponsor. A registered charity number must be provided.
4. **Application Limit:** Only **one project/funding request per organization** will be accepted. If multiple applications are submitted, only the first application received (time-stamped) will be reviewed.
5. **Funding Alignment:** Projects must align with one or more of the categories and or strategic priorities detailed in **the applicable Funding Opportunity Section.**
6. Applicants must demonstrate the **organizational capacity** to manage the project.

III. Financial and Use of Funds Restrictions

1. **Use of Funds:** Grant funds must be used **solely for the approved project**.
2. **Return of Funds:** If a project does not proceed or is significantly altered, **unused funds must be returned to HCF**.
3. **Ineligible Funding:** The following are not eligible for funding:
    - **Capital expenditures** such as buildings, vehicles, or major equipment purchases. (Note: Funding may be considered for movable, tangible items that are not affixed to property).
    - Wages or operational expenses.
    - Fundraising activities.
    - **Sectarian or faith-based initiatives** that promote a specific doctrine. However, community-based projects led by faith organizations are eligible if they are inclusive and serve the broader public.

IV. Terms Specific to Single-year Grants

1. Funding is provided for **up to one year**.
2. The project must be completed within the approved term as outlined in the applicable Funding Opportunity Section.
3. Single-year grantees must submit a **Final Impact Statement within 60 days of project completion or by the Final Report Date listed in the applicable Funding Opportunity section**.

V. Terms Specific to Multi-year Grants

1. Multi-year grants provide funding for up to two consecutive years for the same project.
2. Applicants must demonstrate the ability to meet **reporting and financial responsibilities** over the extended term.
3. **Conditional Funding:** Multi-year grant funding is **not committed in full** at the time of approval. Disbursements are structured in annual installments and are **contingent on the grantee's progress** toward defined targets or milestones.
4. **Year 2 Continuation Conditions:** Funding for the second year is specifically conditional upon:
    - Submission and **approval of Year 1 Progress and Project Budget Report**.
    - Confirmation of **continued donor commitment**.
    - Review and **approval by HCF**.
5. **Reporting Schedule:** Two-year grantees must submit a **Year 1 Progress and Project Budget Report** before year 2 funding is considered, and a Final Budget Report and Impact Statement at project completion. Please see the applicable Funding Opportunity Section.
6. **Eligibility Exclusion (Grant Stacking):** Recipients of an active two-year grant are **not eligible to apply to the same grant stream** while their funding term is still active.
7. **Adjustment Rights:** HCF reserves the right to **adjust, pause, or discontinue Year 2 funding** if reporting, performance, or fund availability changes. Performance standards may require developing objective criteria for defining "underperformance" and accounting for external factors.

VI. Reporting, Accountability, and Project Completion

1. **Report Content:** Reports must include achievements, challenges, outcomes, and a comparison of actual spending against the approved budget.
2. **Final Deliverables:** Upon completion of the project, all grantees must submit:
    - A final impact statement (250–500 words) describing the project's outcomes and benefits.
    - A financial summary showing how the funds were used.
    - At least one approved photo or testimonial (with consent, if applicable).
3. **Consequences of Non-Compliance:** Failure to submit required reports may result in the termination of funding and **ineligibility for future HCF grants**. An impact report is required before a recipient can apply for future funding.

VII. Changes, Withdrawal, and Termination

1. **Notification of Changes:** Grantees must notify HCF in writing within **30 days** of any significant project changes such as leadership transitions, major budget revisions, or an inability to meet project outcomes.

2. **HCF Right to Change:** HCF reserves the right to amend, delay, or discontinue funding if project scope, outcomes, or financial conditions change materially.
3. **Termination Causes:** Funding may be suspended or terminated if:
    - Reporting or performance obligations are not met.
    - The organization ceases operation or loses charitable status.
    - The project becomes unviable.
    - The Donor or HCF resources are no longer available.
4. **Return of Unspent Funds:** Unspent funds must be returned to HCF within **30 days of notice of termination**.

VIII. Communications and Recognition

1. **Acknowledgement:** Grantees agree to acknowledge HCF's support in project materials, social media, website, and public communications, where appropriate.
2. **HCF Usage:** HCF reserves the right to share approved stories, photos, and testimonials through its website, social media, and publications.

2. Do you confirm that you have read and agree to the Terms and Conditions and the applicable Funding Opportunity? *

Mark only one oval.

- ◯ I have REVIEWED and AGREE to the above stated Terms and Conditions and applicable Funding Opportunity *Skip to question 3*
- ◯ I have REVIEWED and DO NOT AGREE to the above stated Terms and Conditions and applicable Funding Opportunity
  Skip to section 4 (Terms & Conditions Requirements Notice)

Terms & Conditions Requirements Notice

You must agree to the applicable Funding Opportunity and HCF's Terms and Conditions to proceed with this application. You may return to review these documents, but you cannot continue without agreeing to them.

If you have concerns about either document, please contact grants@huroniacf.com

Skip to section 1 (Funding Opportunity)Skip to section 2 (Funding Opportunity)

Multi-year Grant Eligibility

3. Is your organization currently receiving funding through an active multi-year grant from this grant stream? *

Please consider only multi-year grants awarded through this specific grant stream. Funding received through other HCF grant streams does not apply to this question.

Mark only one oval.

- No. My organization is not currently receiving funding through an active multi-year grant from this grant stream. *Skip to question 4*
- Yes. My organization is currently receiving funding through an active multi-year grant from this grant stream. *Skip to section 6 (Funding Ineligibility Notice)*

Funding Ineligibility Notice

Your organization is not eligible to apply to this grant stream while it is receiving funding through an active multi-year grant from the same grant stream.

As outlined in Section 5, Item 6 of the Terms & Conditions, recipients of an active two-year grant are not eligible to apply to the same grant stream while their funding term remains active.

Thank you for your interest in the Huronia Community Foundation's granting programs.

Organization Information

4. What is your Organization's Name? *

5. What is your Organization's Mission *

6. What is your Organization's Annual Budget? *

Please enter your total annual budget

7. Does your Organization have a website? *

Mark only one oval.

- Yes *Skip to question 8*
- No *Skip to question 9*

Website Details

8. What is your Organization's website address? *

Primary Contact Details

We must be able to get in touch with the primary contact.

9. What is the Primary Contact's first & last name? *

10. What is the Primary Contact's Role within the Organization? *

11. What is the best phone number to reach the Primary Contact? *

Please enter a valid phone number in the format 705-555-1234 or (705) 555-1234. If applicable, include an extension of 2 to 4 digits. Example: 705-555-1234 ext. 1234

Status of the Organization

All applicants MUST provide a Registered Charity Number. For details regarding a registered charity, please see this link.

12. What is the Status of your Organization? *

Mark only one oval.

- ◯ Registered Charity *Skip to question 13*
- ◯ Organization working with a Qualified Donee *Skip to question 14*

Registered Charity Details

Grant applicants MUST provide a Registered Charity Number.

13. What is your Registered Charity Number? *

Your answer must be in this format: 123456789 RR 0001

_____

Skip to question 18

Host Charity Details

Grant applicants MUST provide a Registered Charity Number. If you do not represent a Registered Charity, please arrange for a Qualified Donee to host your project.

14. What is the Name of your Host Charity? *

_____

15. What is the Host Charity's Registered Charity Number? *

Your answer must be in this format: 123456789 RR 0001

16. What is the Host Charity primary contact's first & last name? *

17. What is the best phone number to reach the Primary Contact of the Host Charity? *

Please enter a valid phone number in the format 705-555-1234 or (705) 555-1234. If applicable, include an extension of 2 to 4 digits. Example: 705-555-1234 ext. 1234

Skip to question 18

Project Details

Huronia Community Foundation prefers project-based applications.

18. What best describes the nature of your request? *

For this application, a new project is a new initiative or activity that your organization is proposing to undertake. An existing project is an initiative that is already underway. A new program is a new service or set of activities that your organization is proposing to introduce, while an existing program is an established service or set of activities that your organization regularly delivers.

Mark only one oval.

- New Project
- Existing Project
- New Program
- Existing Program

19. Project Title *

The Project Title should be short (maximum of 5 words), memorable and relevant. Select a title that clearly describes the work of the initiative at first glance.

20. Executive Summary *

Provide a high-level overview of the project, its purpose, and the problem it aims to solve and specify what this grant will pay for.

Use plain language to describe your request in two or three sentences. This summary may be shared with donors, funders, and on our website.

Refer to your organization by name rather than using first-person statements such as “we,” “our,” or “I”.

21. Which funding category does your project align with? *

Select one category:

Check all that apply.

- [ ] Creativity in Arts and Culture
- [ ] Education, Literacy and Training opportunities
- [ ] Environmental Leadership
- [ ] Food Security
- [ ] Healthy Living Activities
- [ ] Promotion of Mental Health

22. What community need or opportunity is this project responding to? *

Describe the need or opportunity your project will address.

Explain how the need was identified, who will benefit, and why the proposed approach is appropriate. Also describe why your organization is well positioned to carry out the project.

23. Goals & Objectives *

List the goals and objectives of your project. Describe what you intend to accomplish, using the SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) framework.

24. What makes your project new and innovative? *

25. Scope *

Describe the scope of the project by identifying the work and activities that are included, as well as anything that is explicitly excluded.

26. What are the key dates and expected timeline of your project? *

27. List any key partners or collaborators and describe their role in this project. *

Identify any community groups, organizations, or other stakeholders you are working with and how they will contribute to the project success. If there are no key partners or collaborators involved in the project, enter “Not applicable.”

28. Which community will benefit directly from any funding received for this project? *

Check all that apply:

Check all that apply.

- [ ] Beausoleil First Nation
- [ ] Elmvale
- [ ] Midland
- [ ] Penetanguishene
- [ ] Tay Township
- [ ] Tiny Township

29. How does your project support Diversity, Equity, Inclusion, Belonging, and Reconciliation (DEIB-R)? *

If these areas are not applicable to your project, please explain why.

30. What will success look like for this project? *

Describe the outcomes you expect to achieve and how you will measure success. Include qualitative measures, such as changes in knowledge, well-being, or community connections, and quantitative measures, such as the number of people served or activities delivered, where appropriate.

31. What is the total budget for the project? *

Enter the estimated total cost of the project, not just the amount requested from the Fund. Be sure to include all anticipated expenses required to complete it successfully.

Enter total $$ amount.

_____

Skip to question 32

Funding Request

Please provide details about the funding you are requesting from Huronia Community Foundation. Clearly outline the total amount requested, and whether the request is for a single-year or two-year (multi-year) grant.

This information helps the Grants Committee understand the scope of your project and assess the appropriate level of support.

32. How much funding are you requesting? *

Enter the total dollar amount you are requesting from HCF for the full grant term.

_____

33. Provide a summary of how you will use the funds. *

List the main expense categories for your project (e.g. materials & supplies, facilitation, marketing & communications, etc.) and the approximate dollar amount for each.

_____

_____

_____

_____

_____

34. If your project was to receive partial funding, what is the minimum funding threshold below which the project would be no longer viable? *

Note: Please specify the minimum funding threshold as a percentage of funding requested for the project to proceed as proposed.

35. Describe how you would adjust your project if you received less than the full amount requested. *

Skip to question 36

Matching Funds

Note: Please refer to the Funding Opportunity for the requirement of matching funds.

36. Can your organization meet the matching-funds requirements outlined in the Funding Opportunity for this grant stream, if applicable? *

Please review the Funding Opportunity to confirm whether matching funds are required and, if so, the applicable requirements.

Mark only one oval.

- Yes *Skip to question 37*
- No *Skip to section 17 (Funding Requirements Notice)*
- Matching funds are not required for this stream *Skip to question 53*

Matching Funds Details

37. What type of matching funds do you have for this project? *

Mark only one oval.

- No Matching Funds *Skip to section 17 (Funding Requirements Notice)*
- In-Kind Contributions Only *Skip to question 38*
- Cash/Other Sources *Skip to question 40*
- Both In-Kind and Cash *Skip to question 42*

Funding Requirements Notice

This grant program requires matching funds. Please return to the previous question and indicate what type of matching you can provide.

Skip to question 36

Matching Funds: In-Kind Contributions

38. You have indicated that you have in-kind sources of project funding. Please explain what these sources are. *

39. What dollar amount does the in-kind funding represent? *

Skip to question 46

Matching Funds: Cash/Other Sources

40. You have indicated that you have cash or other sources of project funding. Please explain what these sources are. *

41. What dollar amount does the other sources of funding represent? *

Skip to question 46

Matching Funds: Combined (In-kind + Cash/Other)

42. Describe In-kind contributions *

43. What is the dollar value of In-kind contributions? *

44. Describe your Other funding sources *

45. What is the dollar value of your Other funding sources? *

Skip to question 46

Funding Types

Important: Applicants requesting multi-year funding must meet the required multi-year funding assessment threshold. Applications that DO NOT meet this threshold will not be considered for single-year funding during the same intake.

46. This grant is available for both a single-year grant or a multi-year (2 years) grant. Which would you like to apply for? *

Select one:

Mark only one oval.

- Single-year Funding *Skip to question 53*
- Multi-year Funding *Skip to question 47*

Multi-year Funding Eligibility Notice

Applications requesting multi-year funding must meet the required assessment threshold to be considered for funding.

If your application does not meet the multi-year funding threshold, it will not be considered for single-year funding during the same intake.

47. I understand that if my application does not meet the multi-year funding threshold, it will not be considered for single-year funding during this intake. *

Mark only one oval.

- ◯ I understand and acknowledge this requirement *Skip to question 48*
- ◯ I would prefer to apply for single-year funding. *Skip to question 46*

Multi-year Capacity & Planning

Applicants seeking two-year funding must demonstrate the ability to successfully manage, deliver, and report on the project over an extended period. Please answer the following questions to help us assess your organization's capacity for multi-year support.

48. Year-One Goals and Deliverables *

Briefly describe the key activities and outcomes you plan to achieve in the first year of the project.

49. Year-Two Goals and Deliverables *

Outline what will be completed or expanded in the second year. How will Year 2 build upon Year 1 results?

50. Organizational Capacity *

Describe how your organization has the staff, partnerships, or resources in place to manage a two-year project successfully.

51. Risk Management *

Identify any potential challenges or risks which may impact project completion (e.g. staffing, funding, partnerships) and explain how you plan to address them.

52. Long-Term Impact and Sustainability *

How will the benefits of this project continue after the two-year funding period ends?

Skip to question 53

Impact

53. Quantify the direct impact: How many people will be served and what measurable outcomes do you expect? *

Provide estimates or targets, where possible, to demonstrate the project's expected impact.

54. How might this project create wider or lasting benefits beyond the direct impact? *

Describe any long-term or indirect outcomes

55. Are you willing to share photos/stories of the impact this project? *

HCF values sharing the impact of local projects made possible through our donor support. Photos, stories, or testimonials may be used in reports, newsletters, social media, or other communications. **Only materials with appropriate prior participant consent will be used.**

Mark only one oval.

- Yes. Our organization is willing to share photos, stories, or testimonials about the project's impact.
- No. Our organization is not willing to share photos, stories, or testimonials about the project's impact.
- Maybe. Our organization may be willing to share photos, stories, or testimonials about the project's impact, depending on the circumstances.

Skip to question 56

Review and Submit

Please confirm that you have reviewed your application and understand that your submission is final. You will not be able to make changes after submitting.

56. Have you reviewed your application? *

Mark only one oval.

- [ ] Yes, I have reviewed my answers and understand that my application is final.

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