

Grant Application

Section 1: Project Overview

1. Project Title

2. Purpose Statement (50 words max)

3. Benefit Statement

4. Project Duration

5. Proposed Start Date

6. Total Project Budget

Total grant amount requested from the Notary Foundation

Total budget

7. Keywords

Section 2: Principal and Co-Applicant Information

8. Principal Applicant

Legal Name

Preferred name (if different than legal name)

Role in project

Organization's legal name

Organization's operating name

Organization's mandate or mission statement

Date of establishment

Website (if available)

Registered business number

BC Society number

Formal affiliations

Address

Phone

Email

9. Principal Applicant's Financial Information

Fiscal year start

Fiscal year end

10. Are the proposed expenditures and revenues part of the principal applicant's organizational operating budget for the current fiscal year?

Yes

No

Not applicable

Comments

11. Indicate which of the following files you are attaching.

- Cover letter (optional)
- Co-applicant information
- Full financial statement for the last complete fiscal year (preferably audited)
- Organization's current operating budget
- Recent interim (monthly or quarterly) financial report comparing year-to-date vs. actual expenditures
- Most recent comparative financial report
- List of Board of Directors (name, address, email, phone, occupation)
- List of senior personnel (name, position, phone, email)
- Annual report (optional)
- Some files have been combined (optional)
- Other (please specify below)

12. Attach and upload files here. Submit only pdfs. Use a consistent file-naming convention.

Select Files

Section 3: Sponsoring or Supporting Organization

13. Will you partner with a sponsoring or supporting organization complete this work?

- Yes
- No (If no, skip to Section 4)

14. Please provide details about the sponsoring or supporting organization and your contact person at that organization.

Name of sponsoring or supporting organization

Name of your contact

Role of your contact

Contact's phone number and email

Briefly describe the organization's mandate or mission statement.

Provide a link to their website if available.

How will the organization contribute?

What is their registered business number?

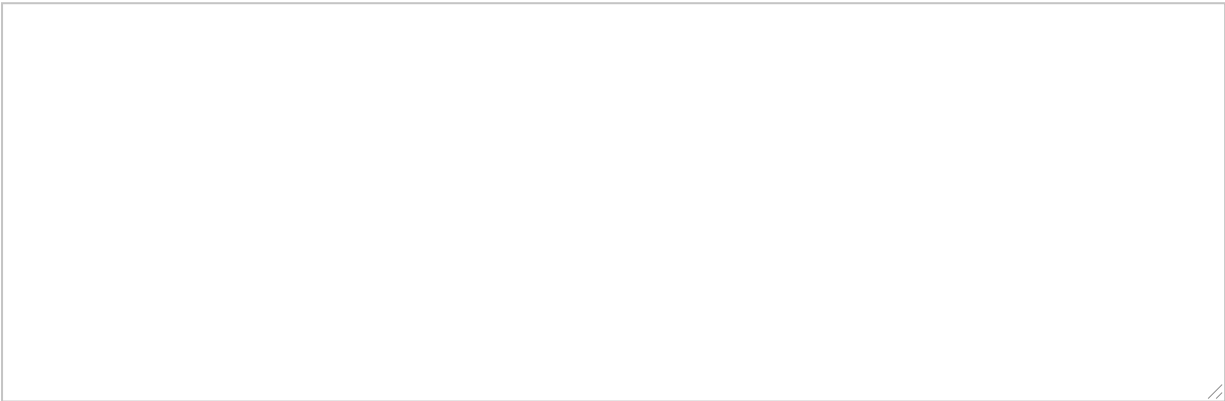
Section 4: Project Description

15. Which pillar(s) of the Notary Foundation's statutory mandate does the proposed work fall under? Check all that apply.

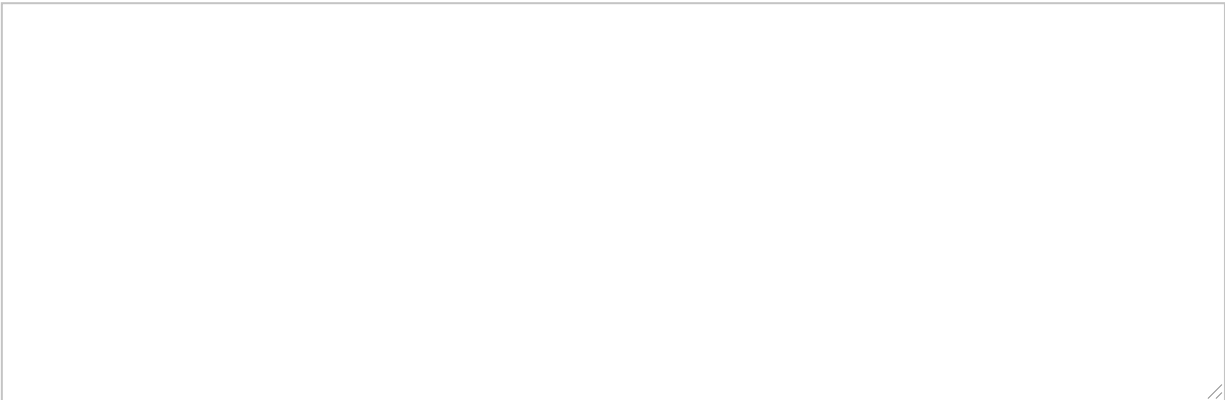
- Legal education
- Legal research
- Legal aid
- Law libraries
- Education and continuing education for (future) notaries

16. Summary of Proposed Work

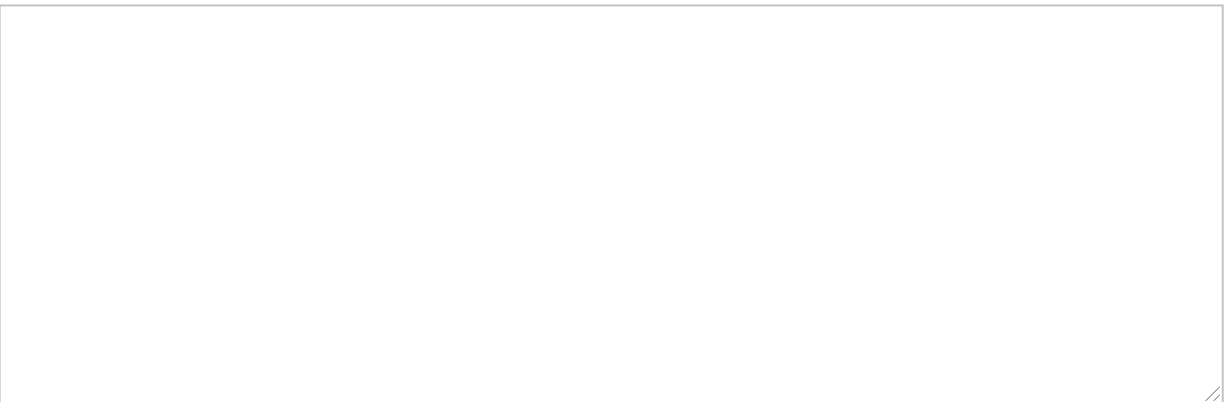
17. Background

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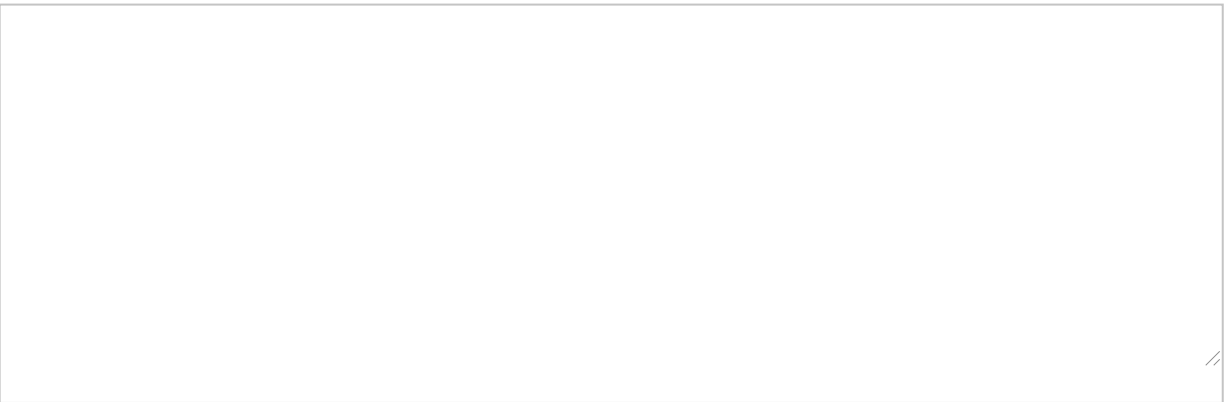
18. Goals

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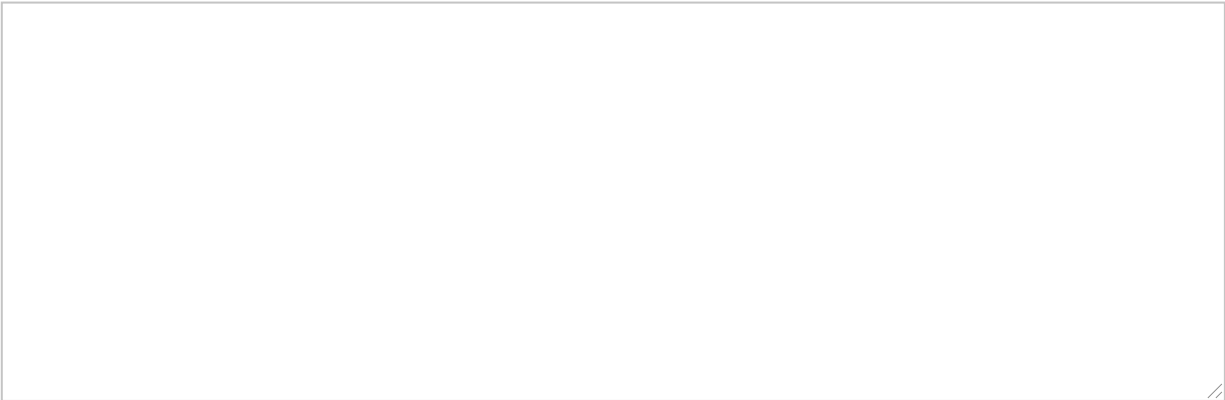
19. Objectives

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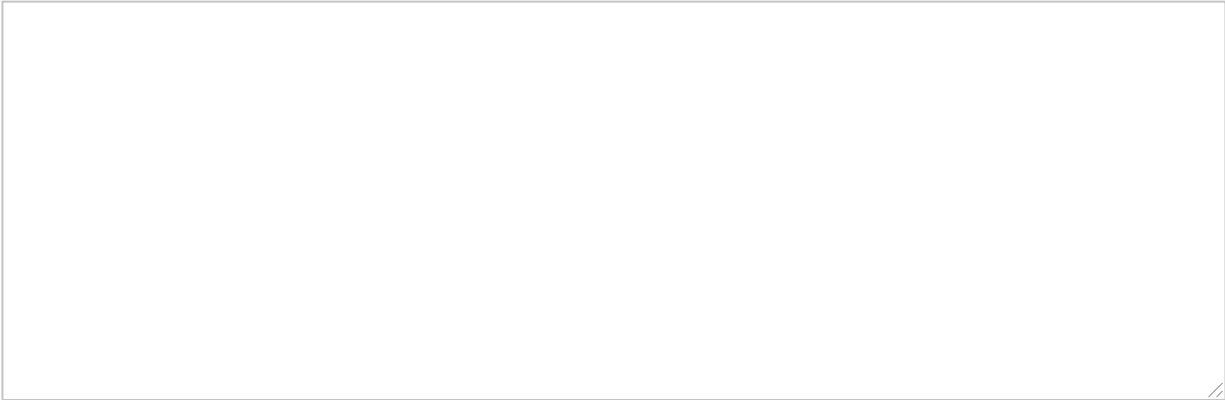
20. Deliverables

A large, empty rectangular box with a thin black border, intended for listing deliverables. A small double-slash symbol is located in the bottom right corner.

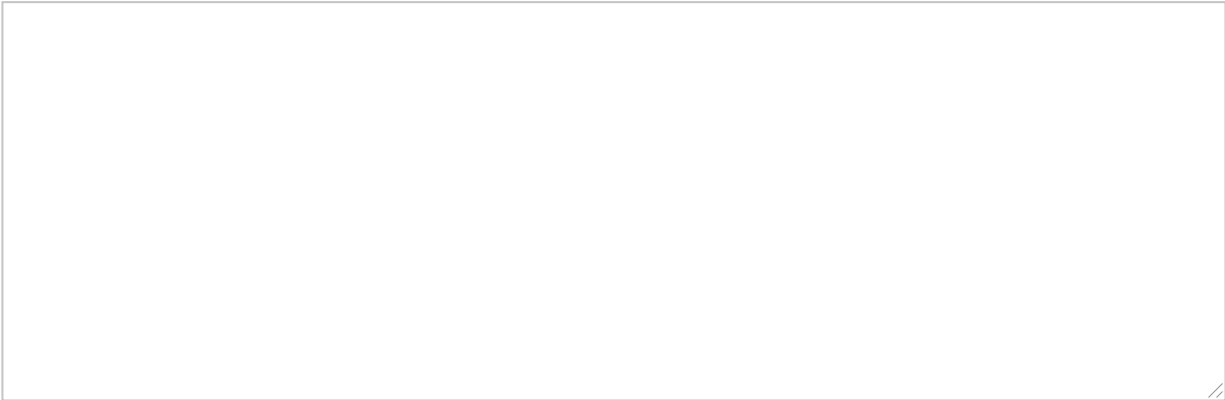
21. Methods



22. Scope and Limitations



23. Project Timeline



24. Equity, Diversity, and Inclusion

25. Dissemination Plan

26. Future Funding

27. Indicate which (if any) of the following documents you have attached to your application.

- Letter(s) of support
- Reference list (the sources used to research and write the grant application)
- Other (please specify below)

Section 5: Qualifications & Related Experience

29. Summary of Qualifications & Related Experience

Section 6: Project Budget

30. Revenue

Amount

TOTAL REVENUE	

31. Expenditures

Amount

TOTAL EXPENDITURES	

Section 7: Certification

32. Principal Applicant's Certification

Title

Name

Email

Date

33. Co-Applicant's Certification (if applicable)

Title

Name

Email

Date

Submit