

# MSIFN DONATIONS COMMITTEE

## APPLICATION FOR ASSISTANCE - ORGANIZATIONS

*This form may also be used by foundations, businesses, not-for profit, etc.*



### APPLICANT INFORMATION

NAME OF ORGANIZATION: \_\_\_\_\_

ABORIGINAL STATUS ORGANIZATION? YES  NO  IF YES WHERE? \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE MSIFN DONATIONS COMMITTEE? \_\_\_\_\_

### ITEMS TO INCLUDE IN YOUR WRITTEN PROPOSAL

- Description of your organization
- Administrative fees (%)
- Reason for your request – *program, project, service, etc.*
- Budget details for your proposed program/project/service
- Fundraising goals and your plan to achieve them
- List of other sources being sought for support – *financial, volunteer, donated items, etc.*

If your request is for a specific item, piece of equipment or service, please provide quotations from two (2) sources.

- COMPANY A \_\_\_\_\_
- COMPANY B \_\_\_\_\_

*\*Note all requests for building ramps, decks, etc. for clients with disabilities must adhere to the standards of the Ontario Building Codes, and be compliant with the AODA.*

### APPLICATION SUBMISSION

PLEASE FORWARD COMPLETED REQUESTS BY:

**Fax to 905-985-8828 Attn: MSIFN Donations Committee or**

**Email to [Donations@ScugogFirstNation.com](mailto:Donations@ScugogFirstNation.com) or**

**Mail to MSIFN Donations Committee, 22521 Island Rd., Port Perry, ON L9L 1B6**

Thank you for your cooperation with our process for requests. All applications will be reviewed by the MSIFN Donations Committee at the meeting following receipt of all requirements of your request. Approved requests will be paid directly to the service or equipment provider when applicable. Due to the high volume of requests received, only one request per organization per year will be considered. All personal information received with an application will be kept confidential, only viewed by MSIFN Donations Committee members when considering your request.

With kind regards,

*Kayla Ponce de Leon*

MSIFN Donations Committee Administrative Assistant