Canadian Children's Optimist Foundation

SPREAD RELIEF

Spread Relief Grant Application

Grants from $500 to $3,000 for health and wellness projects that help a child or a family facing a health challenge.

Before you apply

- ☐ I have read the Spread Relief guidelines on optimistfoundation.ca.
- ☐ The project is about health or wellness.
- ☐ This project has never received a Spread Relief grant (one grant per project lifetime).
- ☐ Quarterly deadlines: November 30, February 28, May 31 and August 31. Send everything to spreadrelief@optimistfoundation.ca.

Protecting the family's privacy

- Do not write the child's name, diagnosis or any health detail on this form.
- The need is confirmed by the letter from a competent authority (see Definitions), sent separately to spreadrelief@optimistfoundation.ca.

1 Project

Project name

Is it a new project of your club? ☐ Yes ☐ No

2 Optimist Club

Club number

Club name

Is your Optimist Club incorporated? ☐ Yes ☐ No

3 Project contact person

Name

Member number

Telephone

Email

4 Project description

Amount requested ($500 to $3,000)

Goal(s) of the project (be specific)

How will the goal(s) be achieved?

Who is it for? Describe the beneficiary in general terms (ex: a child of 8 and their family in our town). No name, no health detail.

5 Project parameters

Project location | **City** | **Province**

Start of the project | **Phase 1 (if needed)** | **Phase 2 (if needed)** | **Estimated completion**

Fundraising partners (other Optimist clubs or districts, service organizations, community groups, businesses...). Highly recommended.

Partner name | **Contact person** | **Contact details**

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Are the partners covered by third-party insurance? ☐ Yes ☐ No

6 Impact

What impact will the project have on the community, the family and/or the organization?

How will you evaluate the success of the project?

How will you publicly recognize the support of the Canadian Children's Optimist Foundation? (list all relevant publicity or promotions) Use of the Foundation logo is highly recommended.

7 Detailed budget

Revenue	Amount ($)
Spread Relief grant ($500 to $3,000)	
Donations *	
Fundraiser:	
Fundraiser:	
Sponsorship **	
Gifts in kind, estimated ***	
Club donation	
Other (government or municipal grant...):	
Budget shortage (funds yet to be raised)	
Total revenue [A]	

Project costs	Amount ($)
Material	
Labour (professional services, catering...)	
Marketing (promotional items, printing...)	
Operating costs (permit, rental, transport...)	
Other:	
Other:	
Total cost of the project [B]	
Net [A – B]	

Definitions

Competent authority: a person with no relationship to the beneficiary who can confirm the need for financial assistance (community leader, medical professional, educator...).

* Donation : a voluntary transfer of cash without valuable consideration to the donor.

** Sponsorship : giving money in return for the chance to advertise or promote a product or service.

*** Gift in kind : a non-cash gift of property, such as artwork, equipment, securities, or cultural and ecological property.

Did you forget anything?

- ☐ Letter from a competent authority, signed and dated, on letterhead if possible
- ☐ Club liability letter, signed by the club president
- ☐ Letter from a supporting local agency or partner, if applicable
- ☐ Detailed budget completed
- ☐ Signature of the club president

8 Signatures

Signature, person responsible	Signature, club president	Date (YYYY-MM-DD)

RESERVED FOR THE FOUNDATION

☐ Approved ☐ Rejected ☐ Amount: $

Signature, director	Date (YYYY-MM-DD)

Once the project is completed, tell us what your club accomplished and send photos to info@ccof-foec.org, with a signed photo release form for each person shown.