**Capstone Project Grant Application**

**For: Organizations and Registered Charities**

**You are welcome to use this fillable document to prepare your Capstone Project Grant application.** Please do NOT submit this version of your grant application. All applications must be made via our online forms unless an alternate application process was determined in collaboration with the Rozsa Foundation.

**GENERAL INFORMATION**

**Are you applying as (select one):**

* A registered charity
* An Individual
* An organization that is not a registered charity \*

\*may include: a registered not-for-profit, a grassroots organization, and ad-hoc collective, a social enterprise, a for-profit business, or other.

**Organization Name:**

*The name of your organization, collective, group, etc.*

**Organization Structure:**

*How does your organization or group operate? For example: grassroots, ad hoc, social enterprise, registered non-profit, for-profit business, etc.*

**Charitable Registration Number (for Registered Charities only):**

*Your organization must have its own Charitable Registration Number. You may not apply for a grant using another organization's number. A CRA charitable business number will normally look something like this: 123456789RR0001. Please enter your full number without spaces or punctuation.*

**Year of Incorporation (if applicable) OR what year was your organization founded:**

**Artistic Discipline (select from the dropdown or complete the Other field):**

*What artistic discipline is the focus of your organization or personal practice? (Select the arts discipline that best describes your primary art form).*

**Mailing Address:**

*Please include street address, city, province, and postal code.*

**Organization Phone Number:**

**Website:**

*Your organization or group's website, or a website you use to promote your work.*

**Facebook:**

*Your organization or group's Facebook page, or a Facebook page used to promote your work.*

**Twitter:**

*Your organization or group's Twitter handle, or a Twitter handle used to promote your work.*

**Instagram:**

*Your organization or group's Instagram handle, or an Instagram handle used to promote your work.*

**Mission Statement:**

*Please share the mission statement of your organization, group, or business.*

**The Rozsa Foundation is committed to working towards an equitable and anti-racist arts community, both through our own organizational practices and through the work, individuals, and organizations we support. What role, if any, does your Capstone Project have in the advancement of EDIA (Equity, Diversity, Inclusion, & Accessibility)?** Maximum of 250 words.

**ORGANIZATIONAL CONTACT INFORMATION – this section this for charities only**

**Executive Director (or equivalent)**

Honorific (Mrs, Miss, Mr, Mx, Dr, or other):

Executive Director Name (First and Last):

Job Title:

Executive Director Email:

Executive Director Phone Number:

**Board Chair / President**

Honorific (Mrs, Miss, Mr, Mx, Dr, or other):

Board Chair / President Name (First and Last):

Board Chair / President Job Title:

Board Chair / President Email:

Board Chair / President Phone Number:

**APPLICANT CONTACT INFORMATION**

Honorific (Mrs, Miss, Mr, Mx, Dr, or other):

First and Last Name:

Job Title (if applicable):

Email Address:

Phone Number:

**PROJECT INFORMATION**

**Funding Amount Request:**

How much money are you requesting? The maximum amount of funding available for a Capstone Project Grant is $5,000.00.

**Project Description - Please provide a description of the project you are requesting funding for.**

**Max of 800 words.**

You are invited to speak to the following questions in the Project Description:

* What is the challenge that the Capstone Project is addressing?
* What are the current symptoms of the challenge?
* What impact do you anticipate that addressing this challenge will have on your organization, your work, or the arts sector?
* Has the project changed or evolved since you presented your project in RAMP? If so, how?
* Besides yourself, who will be involved in implementing the Capstone Project?
* How does the specific work completed through the Capstone Project further and continue your learning?

**Project Start Date:**

**Project End Date:**

**Use of Funds:**

Please briefly explain how you intend to use the grant funds. To which expenses in your budget do you plan on applying this funding? **Please Note:** We will ask you to upload a project budget on the final page of this application. This budget must be completed on the [**Rozsa Foundation Granting Program Budget Template**](https://a31cf971-d2bd-4105-8405-ad970ec5d0fa.filesusr.com/ugd/9e6573_7b6820aa0d114d9d913641693ce7adfa.xlsx?dn=grantbudget2020.xlsx).

**Measures of Success** *(less than 100 words. Point form is welcome.)*

*How will you measure the success of the project when it is implemented?*

**Strategic Alignment:** *(less than 50 words)*

*How does the Capstone Project align with one or more of your organization’s strategic priorities or your individual goals?*

**Additional Comments:**

*Please share any additional comments you have for the Rozsa Foundation.*

**FILE UPLOADS**

You will be asked to upload the required files to the online Formstack application. Please note that uploads will not be saved between online sessions, so please upload all files when you are ready to submit.

The grant budget must be submitted in the Budget column of the [**Rozsa Foundation Granting Program Budget Template**](https://docs.wixstatic.com/ugd/9e6573_7aed26c479c745d08bf4f378aee6e756.xlsx?dn=grantbudget.xlsx). No other format for the project budget will be accepted.

**Grant Budget - REQUIRED**

Please upload the completed Rozsa Foundation Granting Program Budget Template, listing all revenues and expenses for this project in the column marked "BUDGET". Also indicate whether funding sources are confirmed or pending in the "BUDGET NOTES" column. Files must be in XLSX format and less than 2 MB.

**Financial Statements – REGISTERED CHARITIES ONLY**

**Strategic Plan – OPTIONAL**

Optional: You are welcome to upload your organizations most recent strategic plan if you feel that it supports your application. Files must be in PDF format and less than 2 MB.

**Additional Documents – OPTIONAL**

You are also welcome to upload up to two additional documents or pieces of support material that you feel may help us review your application.

**Thank you** for your application to the Rozsa Foundation's Capstone Project Grant Program. Upon submission, you will receive an auto-response confirming the successful receipt of your grant application. We will follow up with any additional questions we may have. Applications are assessed within 3 weeks of the application deadline.