

**James Rutley Grand Memorial Fund 2018 LETTER OF INTEREST**

**Deadline: FRIDAY, MAY 18TH, 2018**

**Eligibility**

**Grants from the James Rutley Grand Memorial Fund are intended to** assist people with disabilities **and are directed to** registered Canadian charitable organizations in Toronto or Central Ontario for one or both of the following activities:

* Conducting research into diseases that cause physical disability; and/or
* Making capital needs-based improvements to the organization’s facilities to enhance accessibility for people with physical disabilities, (this can include making accessibility changes to infrastructure or purchasing equipment that would benefit those with physical disabilities).

Funds are awarded to organizations that currently work with people with disabilities and have a solid track record of success. **All funds will need to be used** over the course of one year.

**Grant Restrictions**

The James Rutley Grand Memorial Fund does not support:

* Operating deficits
* Attendance at conferences
* Endowment funds
* Programming
* Activities that take place before July 2018
* Political or religious activities
* Event or fundraising sponsorships
* Project documentation

**Submission Process and decisions**

**By E-Mail:** The deadline for the Letter of Interest is **5:00 PM on FRIDAY, MAY 18TH, 2018**.

The 2018 Letter of Interestcan be filled-in and saved on your computer and printed off, signed, scanned and sent in by e-mail. Faxed proposals will not be accepted. Proposals should be signed by an executive with signing authority (e.g. Executive Director or Chair of the Board) of the organization. Incomplete submissions will be declined.

Please e-mail the completed Letter of Interest Form in one e-mail to: [tkehoe@torontofoundation.ca](mailto:tkehoe@torontofoundation.ca). Please send as a Word Document. DO NOT SEND AS A PDF. All applications received by the deadline will be acknowledged by e-mail within one week.

Staff at Toronto Foundation will not be available to return phone calls or emails about the application. Only organizations with applications being considered for funding will be contacted.

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| **Section A: ORGANIZATION cONTACT iNFORMATION** | | |
| Name of applying organization |  |
| Charitable registration number |  |
| Name of project seeking grant |  |
| Mailing address of organization |  |
| Organization contact name and title |  |
| E-mail address of organization contact |  |
| Phone number of organization contact |  |
| Organization’s website address |  |
| Amount requested (up to $20,000 for one year) |  |
| Total current annual operating budget for organization |  |
| *If applicable:* |  |
| *Charitable partner/trustee name* |  |
| *Charitable partner/trustee registration number* |  |
| *Charitable partner/trustee contact name* |  |
| *Charitable partner/trustee contact title* |  |
| *Charitable partner/trustee address* |  |
| *Charitable partner/trustee contact email* |  |
| *Charitable partner/trustee total annual operating budget* |  |
|  |  |

**Application authorization**:

Name, Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Application must be approved by an organizational representative with authority to legally bind the organization.*)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Electronic signature is acceptable)***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| SECTION B: ABOUT THE APPLYING ORGANIZATION |
| **1. Briefly describe the role of your organization (mission, history, etc.)**  Limit: 300 words |
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| **2. Briefly describe how your organization currently works with people with physical disabilities.**  Limit: 300 words |
|  |
| SECTION C: ALIGNMENT WITH JAMES RUTLEY GRAND MEMORIAL FUND PRIORITIES  **3. Which of the following priorities does your project address?** [check all that apply]     |  |  | | --- | --- | | [ ] Conduct research into diseases that cause physical disability | [ ] Make capital needs-based improvements to facilities to enhance accessibility for people with physical disabilities |   SECTION D: PROGRAM IMPACT AND QUALITY |
| |  | | --- | | **4. Describe the project for which you are requesting funding, and the impact it will have.** *Focus on how your project serves one or more of the two priority areas of the James Rutley Grand Memorial Fund.*  Limit: 500 words. | |  | |

Please submit this form by e-mail as a Word Document (not PDF) to:

Torey Kehoe, Fundholder Engagement Officer, Toronto Foundation

E: [tkehoe@torontofoundation.ca](mailto:tkehoe@torontofoundation.ca)

**NEXT STEPS:**

* After May 25th, we will notify you by e-mail if your organization has been invited to submit:

1. Additional information on the project as requested
2. Project Budget

* Decisions will be made by the James Rutley Grand Memorial Fund by July 31, 2018