

VALLEY HERITAGE RADIO – HOLLY JOLLY RADIOTHON

FUNDS PROGRAM

Thank you for your interest in the Holly Jolly Radiothon Funds Program of Valley Heritage Radio. The Holly Jolly Radiothon for 2014 will be held on Saturday December 6, 2014 10am to 2pm. Applications for funds from this year's Holly Jolly Radiothon must be received no later than 12AM local time on November 1, 2014.

VALLEY HERITAGE RADIO Holly Jolly Radiothon funds program provides revenue for charitable or Not for Profit organizations which are registered with Canada Revenue Agency and focus primarily on humanitarian causes. Allocation decisions are guided by, but not restricted to, applications where there is financial or volunteer support by employees. We would appreciate successful applicants to acknowledge the support of VALLEY HERITAGE RADIO through recognition by name or logo on donor recognition walls, print publications, websites, etc.

The following **fall outside of consideration** for funds requests:

- Political parties and organizations or lobby/advocacy groups that promote a particular social, political or economic ideology
- Religious organizations (except secular activities that are inclusive of all faiths)
- Organizations that discriminate be it on the basis of race, religion, sexual orientation, disability, or any other form of discrimination that goes against VALLEY HERITAGE RADIO's Corporate Values.
- Institutions/programs that are the responsibility of government through taxation (i.e., public schools, parks, etc.) The exception would be programs that are run through schools such as breakfast and lunch programs, and after school programs.
- Private/independent schools
- Individuals
- Third-party organizations, such as service/fraternal clubs
- Programs outside of The Ottawa Valley and Western Quebec (Pontiac County) that do not directly affect the well-being of residents.
- Conferences, seminars, symposiums, workshops, tables, tickets, travel, tuition, membership fees, registration fees, sabbatical or academic leaves
- Low-interest or no-interest loans
- Direct mail solicitations
- Fundraising event costs, advertising, or sponsorships (i.e. runs/races, tournaments, galas, etc.)
- Freelance films, videotapes or audio productions
- Pledges or commitments of funds for more than one year
- Salaries or Administration costs
- Intermediary funding organizations, i.e. if the intermediary charity's sole purpose is to redistribute money, preference would be to support that charity directly.

FUNDS APPLICATION

Applications must include the following:

- A covering letter on your organization's stationery, signed by an Executive member, briefly outlining your proposal.
- Six hard copies of the completed application, with supporting documents.
- Include your charitable registration number or copy of cover page of your letters patent if a Non-Profit Organization or proof that your organization is a qualified recipient, as per Canada Revenue Agency.
- Latest financial statements (audited if available) and/or annual report.
- List of the Executive Committee/Board Members, showing occupations.
- You may attach any pamphlets or support material that you feel will help in the decision process however, the funds application questions must still be completed in full.
- Funds applications should be directed to the VALLEY HERITAGE RADIO, P.O. BOX 945, 3009 Burnstown Rd., Renfrew Ontario K7V 4H4, Attn: Funds Application Request.

Note to All Applicants: Decisions of the Board of Directors of VALLEY HERITAGE RADIO, are final and are not open to appeal.

Note to Successful Applications: Successful applicants which receive funding will not be considered for further funding for 5 calendar years. .

Some of the information that you provide in this application may be considered as personal under federal privacy law. We collect such information only from you, for the sole purpose of assessing funds applications. Our allocation committee members and board members use this information in the process of reviewing, and approving or declining applications. This information is kept on file for as long as it is needed for these purposes. Where applicable, this information will be used to contact and advise you of the allocation committee's decision. If you want to review or verify any of the information in your application, please contact VALLEY HERITAGE RADIO We follow a strict policy and do not release information about our funds applicants, except where required by law. We do not share your information with any third party organization or use it for marketing.

VALLEY HERITAGE RADIO – HOLLY JOLLY RADIOTHON

For VALLEY HERITAGE RADIO Use
Only:

Date Received: _____
File No.: _____
Allocation: _____
Deadline: _____

Holly Jolly Radiothon FUNDS APPLICATION FORM

1. APPLICANT INFORMATION

Name of Organization: _____

CRA Registered Charitable No.: _____ RR _____

Mailing Address:** _____

City & Province: _____

Postal Code: _____

Telephone: (_____) _____

Fax: (_____) _____

Website: _____

❖ **Attach a list** of the Executive Committee/Board Members.

❖ How long has the organization been in operation? _____

❖ What area(s) of the Ottawa Valley and The Pontiac do you service?

❖ Who is submitting this application? _____

❖ What is their position within the organization? _____

❖ Name of the contact for more information: _____

Position Title/Relation to Charity: _____

Telephone: (_____) _____

E-mail: _____

Fax: (_____) _____

***if your address is a box number, please also include a delivery address for couriers*

VALLEY HERITAGE RADIO – HOLLY JOLLY RADIOTHON

2. AWARENESS

- ❖ Has an employee or volunteer of VALLEY HERITAGE RADIO worked with your organization as an employee, volunteer or board member, or raised funds on your behalf?

YES _____ NO _____

If “yes,” please list the employee/volunteer(s) name(s) and briefly outline the capacity fulfilled by the employee/volunteer(s):

- ❖ Do you do business with Valley Heritage Radio?

YES _____ NO _____

If “yes,” please detail the nature of the business relationship. IE: Advertiser, member etc.

3. HISTORY

Provide a brief history of your organization (please do not exceed one page). Please include:

- Date of incorporation or registration with Canada Revenue Agency (CRA),
- Please advise if your organization can issue Charity receipts under CRA regulations
- Purpose of the organization,
- Number of volunteers and total volunteer hours per annum
- Programmes offered,
- Population served

4. SUMMARY OF FUNDS REQUEST

- ❖ Provide a concise description of the program or project for which your organization is applying for funding support. Please indicate:
 - the specific purpose for the funds requested (i.e.: how will this funds be spent?)
 - the need or problem to be addressed
 - the overall goals and purposes of the project
 - how the program or project will have a positive impact on the quality of life of those served
 - how would this donation be publicly acknowledged by your membership and the communities you serve? (i.e. newsletters, recognition walls, press releases, websites, etc.)

VALLEY HERITAGE RADIO – HOLLY JOLLY RADIOTHON

5. **FUNDING**

- ❖ How does your organization receive funding? For example, government funding, community/corporate/private foundations, fundraising events, individual/ corporate donations, etc.

Please provide a brief outline:

6.

BEFORE SUBMITTING **6 COPIES** OF THIS APPLICATION
TO VALLEY HERITAGE RADIO
USE THE CHECK LIST ON PAGE 2 OF THIS DOCUMENT
TO ENSURE THAT YOUR APPLICATION IS COMPLETE