EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
Granting Criteria for Organizations

PREAMBLE

The Shevchenko Foundation supports projects and programs that
- Have an identifiable Ukrainian and/or Ukrainian Canadian content;
- Are on a national or regional level;
- Reflect a high degree of excellence, and
- Reach a diverse and broad audience.

Furthermore, applicants need to be aware that
- The Shevchenko Foundation funds only up to 50% of total project or program costs.
- Each application must provide a full budget, including **all** sources of revenue and **all** expenses for the entire project or program.
- Applicants will retain copyright integrity.
- Submission of an application does not guarantee that the Shevchenko Foundation will provide any financing for the project.

WHO IS ELIGIBLE?
Organizations:

- Canadian not-for-profit professional, semi-professional and amateur groups governed by a board of directors or a body responsible for the organization.

HOW OFTEN CAN ONE APPLY?
- Applications can be made for one project per year, and must be made in advance of the starting date of the project.
- No new application will be accepted if a Final Report has not been submitted from a previous grant.
- Applications for projects that are phased over more than one year will be accepted. Funding will be granted in phases, subject to meeting annual reporting requirements.

APPLICATION DEADLINES
Unless otherwise specified, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.

EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
Objectives and Eligibility for Organizations

Eligible Applicants:

The Education Program provides support to individuals, collectives, organizations, and educational and scholarly institutions for the development and advancement of the teaching of Ukrainian and Ukrainian Canadian Studies as well as for the teaching of the Ukrainian language. The actual amount of assistance will depend on the scope of the project and available Foundation resources.

Eligible Projects:

The Education Program funds projects related to:

- Resource and curriculum development at the K-12 level in both public and community-based schools, as well as at the university and continuing education levels e.g. preparation and publication of teaching materials;
- Creative initiatives in educational programs, e.g. internet or new media based programs, distance learning;
- Professional development for educators, e.g. costs associated with attending or organizing seminars, workshops, etc.;
- Teaching Ukrainian language and Ukrainian Canadian subjects at the post secondary level, e.g. support for the establishment of new programs at recognized Canadian institutions of higher learning;
- Subsidies to established and recognized academic publishers in Canada for the publication of scholarly works on Ukrainian and Ukrainian Canadian topics

CANADIAN REVENUE AGENCY

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) may be subject to participation in an Agency Agreement with the Shevchenko Foundation. The Agency Agreement documents the disbursement of funding, the roles and responsibilities of the individuals or organization receiving funding, and the monitoring and reporting procedures. For more information please take the time to read the Government of Canada Charities Policies and Guidance Document.

EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
Application Checklist for Organizations

Your application must include all the items on this checklist and be submitted in this same order. **Incomplete applications will not be considered.**

1. **Grant Registration Form** (pages 4 and 5 of this file)

2. **Organizational Profile**: (3 pages maximum) Describe the mandate or purpose of your organization, the activities or programs it undertakes to meet that mandate and how they relate to Ukrainian education in Canada. Describe the individuals who participate in your organization, your organizational structure and governance model and the service your organization provides to the community. Identify your organization's current priorities and how they relate to the project for which you are seeking funding.

3. **Project Proposal**: (3 pages maximum) Describe the proposed project and what you hope to accomplish, and its significance to the advancement of Ukrainian education in Canada. Ensure that your proposal provides evidence of the planning and resources necessary to bring the project to completion.

4. **Project Budget** (pages 6 and 7 of this file)**:** Your budget should list **ALL** sources of revenue for the project. These should include the amount you are requesting from the Shevchenko Foundation, the contribution of your organization toward the project, the monies you expect to raise through fundraising, the amounts of grants you are seeking from other funding agencies, and any other sources of revenue. The budget should also list **ALL** expenses for the project. These may include travel and accommodation costs, communication or promotional costs, professional fees, equipment or facility rental, distribution costs, licensing and copyright fees among others. The Shevchenko Foundation encourages prudent and responsible fiscal planning. Hence, total project expenses should not exceed total project revenue.

5. **Support material relevant to your project**: electronic file sharing is strongly preferred, however, published materials, e.g. programs and annual reports may also be mailed to us in their original format.

6. **Additional documents required:**
   - ☐ List of the organization's Board of Directors
   - ☐ Constitution and by-laws (if applying for $10,000 or more)
   - ☐ Most recent audited financial statement, inclusive of balance sheet
   - ☐ Most recent monthly or quarterly financial statement, inclusive of balance
   - ☐ sheet Most recent Annual Report of the organization

Please email this registration form along with your completed application as ONE PDF DOCUMENT to admin@shevchenkofoundation.ca

You are welcome to contact our office at toll-free 866-524-5314 if you have any questions or require assistance with your application.

EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
GRANT REGISTRATION FORM for Organizations

Legal Name of Organization _____

Name and Postition of Contact Person _____

Mailing Address (office/heaquarters)_____

City _____ Province _____ Postal Code_____

Telephone (contact person) _____ (Alternative) _____

Email of Organization_____Website of Organization _____

Is your organization incorporated?   YES   NO   Date of incorporation (d/m/y)_____
                                                        Year founded_____

Is it registered as a non-profit organization?   YES   NO

If Yes, Charitable #_____

   Project Title _____

Project Summary

A brief description of no more than 20 words which the Shevchenko Foundation can use in its promotional & reporting needs.

_____

_____

This project will begin on (d/m/y)_____and finish on (d/m/y)_____

Unless otherwise indicated, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.

                    Amount requested   _____

Have you received funding from Shevchenko Foundation in previous years?   YES   NO

If YES, please note that **no new** application will be accepted if a final report has not been filed from a previous

grant. Please Indicate the most recent year funding was received _____ Amount received $_____

DECLARATION

We have read the General Granting Criteria, and Sector Objectives and Eligibility criteria of the Shevchenko Foundation Grants Program.

We accept the conditions of this program and agree to abide by the decision of the Shevchenko Foundation.

We understand that the Shevchenko Foundation is subject to the Freedom of Information and Protection of Privacy Act and the above information is protected under the Act.

We confirm that the statements in this application are true.

_____ _____
Print Name   Print Name

_____ _____ _____
Signature (President)   Signature (Treasurer/Secretary)   Date Signed

For Internal Use: Grant # _____Client #_____

EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
Project Budget Form (Part 1)

Name of Organization	
Project Title	
Prepared by	

Please use budget notes area if you have additional information.

Proposed Project Budget

REVENUES	Amount	%	Check if confirmed
Amount requesting from Shevchenko Foundation:			
Government Grants:			
subtotal	$		
Other Grants:			
subtotal	$		
Fundraising:			
subtotal	$		
In-Kind:			
subtotal	$		
Other:			
subtotal	$		
Total Revenues	$		

EDUCATION PROGRAM – EDUCATIONAL PROJECTS SECTOR
Project Budget Form (Part 2)

Please use budget notes area if you have additional information.

Proposed Project Expenses

EXPENSES	Amount
Salaries/Professional Fees	
Program Costs	
Equipment & Supplies	
Other (specify)	
Total Expenses	$

BALANCE	$

*revenue must equal expenses with a zero balance

Budget notes: