

## **UKRAINIAN CANADIAN VETERANS FUND (UCVF) - COMMEMORATIVE ACTIVITIES**

### **PREAMBLE**

The Shevchenko Foundation is a national, chartered philanthropic institution dedicated to the preservation, promotion and development of Ukrainian Canadian cultural heritage, and to the advancement of a flourishing Ukrainian community for the enrichment of Canada. The Foundation respects the past, celebrates the present and promotes the future of the Ukrainian community in Canada with inclusiveness, integrity, sustainability, spirit, excellence, creativity and innovation as its core values.

### **BACKGROUND - THE UKRAINIAN CANADIAN VETERANS FUND (UCVF)**

The Ukrainian Canadian Veterans Fund (UCVF) was established with realized assets from the sale of the Ukrainian Royal Canadian Legion Branch 360 in Toronto. It was instituted as a designated fund to hallow, in perpetuity, the memory of World War I and World War II veterans, and to advocate the principles of a democratic and independent Ukrainian state.

For the first ten years the Shevchenko Foundation provided grants selected by a special Advisory Council. The Fund is now governed by the Shevchenko Foundation with aims and objectives that align with the original values and principles of the Fund.

### **COMMUNITY STEWARDSHIP**

The Shevchenko Foundation fulfills its mandate by disbursing grants in support of various initiatives that assist groups and individuals in the four pillars of Arts, Education, Community Development, and Heritage.

The Shevchenko Foundation's grant-giving stewardship extends priority to projects and programs that:

- Contribute to enriching the Canadian experience with the beauty, passion, and diversity of Ukrainian Canadian culture;
- Contribute to strengthening the Ukrainian community in Canada;
- Share Ukrainian Canadian cultural contributions with a broad and diverse public on a community, regional or national level;
- Exhibit financial capability to undertake and sustain the project and/or program within the boundaries of a business plan, either as an organization or an individual;
- Employ new technologies and partnership models on how Ukrainian Canadian cultural heritage is created, produced, disseminated, and preserved.

## **UKRAINIAN CANADIAN VETERANS FUND (UCVF) – COMMEMORATIVE ACTIVITIES**

### **ELIGIBLE PROJECTS - UCVF COMMEMORATIVE ACTIVITIES PROGRAM**

- Remembrance Day Services in honour of Ukrainian Canadian veterans of World War I and World War II.
- Services and events in honour of military and other sacrifices made in efforts to establish a democratic and independent Ukraine in the 20<sup>th</sup> and 21<sup>st</sup> centuries.

### **ELIGIBLE EXPENDITURES - UCVF COMMEMORATIVE ACTIVITIES PROGRAM**

- Professional fees
- Administrative expenditures
- Equipment rental
- Facility rental and hospitality expenditures
- Reasonable travel expenditures related to the project
- Promotional and marketing expenditures related to the project

### **WHO IS ELIGIBLE?**

*Priority will be given to those projects that have matching community funds.*

- Canadian not-for-profit community organizations, artist collectives, Canadian registered private businesses whose activities occur primarily in Canada, and Canadian chartered educational institutions.
- Canadian not-for-profit professional, semi-professional and amateur groups governed by a board of directors or a body responsible for the organization.
- NOTE: It is the responsibility of organizations working with children under the age of 18, who are funded by the Shevchenko Foundation, to ensure that they follow youth protection policies and procedures in their jurisdictions.

### **HOW OFTEN CAN ONE APPLY?**

- Applicants may apply for funding assistance more than once in a calendar year, but only after the Final Report on the first project has been approved by the Shevchenko Foundation.
- No new application will be accepted if a Final Report has not been submitted from previous funding assistance.

## **UKRAINIAN CANADIAN VETERANS FUND (UCVF) – COMMEMORATIVE ACTIVITIES**

### **APPLICATION DEADLINE – UCVF COMMEMORATIVE ACTIVITIES PROGRAM**

- Applications must be received three (3) months prior to the project's start date.
- *Late or incomplete applications will not be fully considered.*

### **ADDITIONAL INFORMATION**

- Submission of an application is not a guarantee that the Shevchenko Foundation will provide financial funding assistance.
- The Shevchenko Foundation will fund **up to 100% of the total project or program costs (to a maximum of \$5,000), contingent upon budget resources for the funding assistance deadline.**
- The Shevchenko Foundation does not claim any copyright on projects receiving funding.

### **ASSESSMENT**

The Shevchenko Foundation's assessment for funding assistance is guided by integrity, sustainability, excellence, innovation, and inclusiveness of all Canadians who support the mandate of the Shevchenko Foundation.

Eligible projects will be assessed as follows:

- Project objectives are clear and specific.
- The project will engage youth, veterans, members of the Armed Forces and/or the general public.
- The proposed budget is reasonable and sufficiently detailed.

### **CANADA REVENUE AGENCY**

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) will 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](#)

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

## UKRAINIAN CANADIAN VETERANS FUND (UCVF) – *COMMEMORATIVE ACTIVITIES* – Application Checklist

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

1. **Grant Registration Form:** (page 5)
2. **Organizational Profile:** (3 pages maximum)
  - Describe the mandate or purpose of your organization contained in your by-laws. Starting with the most recent activities and programs first, outline the activities or programs your organization undertook in the last 2 years to fulfill that mandate.
  - List your leadership team with a brief description of their skill sets.
  - Describe your organization's structure and governance model.
  - Describe the distinctive service your organization provides to your community and region.
3. **Project Proposal:** (3 pages maximum) Outline the project and how it aligns with the priorities of the Shevchenko Foundation generally, and the Ukrainian Canadian Veterans Fund specifically.
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, any monies you expect to raise through sales and fundraising, the amounts of assistance 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 royalty fees, among others. The Shevchenko Foundation requires prudent and responsible fiscal planning. Total project expenses must not exceed total project revenue.
5. **Support material relevant to your project:** Electronic file sharing is strongly preferred; however, published materials such as programs may also be mailed to us in their original format.
6. **Additional documents required:**
  - List of the organization's Board of Directors
  - 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 [grants@shevchenkofoundation.ca](mailto:grants@shevchenkofoundation.ca)  
***Late or incomplete applications will not be fully considered.***

**UKRAINIAN CANADIAN VETERANS FUND (UCVF) -  
COMMEMORATIVE ACTIVITIES - GRANT REGISTRATION FORM**

Legal Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Position Held \_\_\_\_\_

Mailing Address (office/headquarters) \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (contact person) \_\_\_\_\_ (Alternative) \_\_\_\_\_

Email of Organization \_\_\_\_\_ Website of Organization \_\_\_\_\_

Is your organization incorporated  Yes - Date of incorporation (d/m/y) \_\_\_\_\_  
 No 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 25 words which the Shevchenko Foundation can use for promotion & reporting.

\_\_\_\_\_  
 \_\_\_\_\_

This project will begin on (d/m/y) \_\_\_\_\_ and finish on (d/m/y) \_\_\_\_\_

**Application must be submitted three (3) months prior to the start date of the project.**

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 \_\_\_\_\_

**For Internal Use Only:** Grant File # \_\_\_\_\_ Client # \_\_\_\_\_

Date Application Received \_\_\_\_\_ Amount Approved \$ \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Final Report Rcvd \_\_\_\_\_

**UKRAINIAN CANADIAN VETERANS FUND (UCVF) –  
COMMEMORATIVE ACTIVITIES – Project Budget Form (Part 1)**

*Please use Budget Notes area if you have additional information*

<b>REVENUES</b>	Amount	% of Total Revenue	Check if confirmed
Amount requested from Shevchenko Foundation			
Earned Revenue: (eg: ticket sales, admissions, etc.)			
Subtotal			
Fundraising:			
Subtotal			
Non-Government Grants:			
Subtotal			
Government Grants:			
Subtotal			
In Kind:			
Subtotal			
Other:			
Subtotal	\$		
<b>Total Revenues</b>	<b>\$</b>		

**UKRAINIAN CANADIAN VETERANS FUND (UCVF) –  
COMMEMORATIVE ACTIVITIES – Project Budget Form (Part 2)**

EXPENSES	Amount
Salaries/Professional Fees:	
Program Costs:	
Equipment & Supplies:	
In Kind (Please specify where In Kind Revenue is applied in Expenses):	
Other: (Specify)	
<b>Total Expenses</b>	<b>\$</b>

<b>BALANCE</b>	<b>\$</b>
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\*Expenses must not exceed Revenue

Budget Notes:

**DECLARATION**

- We have read the General Granting Criteria for Organizations section of the Shevchenko Foundation Grants Program.
- We confirm that the project information and financial information in this application are true.
- We accept the eligibility conditions and application requirements of this program and agree to abide by the decision of the Shevchenko Foundation.
- We understand and agree that unless we receive a letter from the Shevchenko Foundation awarding grant funding for the purpose(s) set out in the Application, and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the parties.
- We understand and agree that the Shevchenko Foundation may award a Grant for less funding than we have requested in this Application.
- We will use the Grant awarded for the Approved Purpose.
- We confirm any part of the Grant not spent as set out in this Application, or upon termination of this Grant, must be repaid to the Shevchenko Foundation.
- We understand that funding for the project may be terminated upon mutual written consent with 30 days written notice in the event of a breach of any term or condition of this Grant award.
- 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 our organization has policies and protocols in place that comply with children and youth (under 18) protection policies and procedures in our jurisdiction.
- We confirm our organization is in full compliance with the directives of the CRA, and with annual corporate filings per provincial requirements.  Does not apply.
- We agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (President)

\_\_\_\_\_  
Signature (Treasurer/Secretary)

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_