The goal of Operation Round Up is to accumulate and disburse funds for one-time or limited time initiatives benefiting children, youth and seniors within EQUS’ Service Area.

Information requested in the following application is to help the Operation Round Up Committee clearly understand the need and benefit of potential funding. It is also to educate the Committee to understand why the organization or applicant is not able to fund the project on their own.

The role of the Committee is to make the best use of the funds entrusted to Operation Round Up by EQUS members and to support projects and programs that best meet the guidelines and goals of Operation Round Up.

# Application Guidelines:

All information requested is mandatory for an application to be considered for funding.

* All applications must be submitted to the EQUS office in Innisfail, Alberta in a sealed envelope marked CONFIDENTIAL (see example following).

EQUS – Operation Round Up - CONFIDENTIAL Box 6199, 5803 - 42 Street

Innisfail, Alberta T4G 1S8

* Applications must be received prior to the published deadline of the current funding cycle.
* A single contact person must be identified in the event there are questions or clarification of certain information required.
* In order to ensure the Committee fully understands the project goals and deliverables, please include as much detail as possible in the application. Additional information can be attached with the application, if necessary.
* Please limit the application to a maximum of seven pages (including all supporting material).
* If there are any questions regarding the application or process, please contact Joanne Friedl, Executive Administrative Assistant, at [jfriedl@equs.ca.](mailto:vcallin@equs.ca)

# Application Information:

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| **Date:** |
| **Organization name:** |
| **Organization contact**: |
| **Address:** |
| **Phone:** |
| **Email:** |

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| **To help us better understand your organization, please provide a brief summary of your organization’s services and background (primary demographic and geographical location served):** |
| **Describe the nature and geographical area of the project/program you are seeking funding for. Ensure to demonstrate how important the need for the project/program is and the long term impact on the community it serves:** |
| **How will EQUS Members benefit from the project/program and will EQUS receive acknowledgment for their contribution? (If yes, please describe):** |

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| **Outline how the project/program will be implemented (e.g. include resources required, timing,**  **activities to be undertaken, etc.). The outline will provide the Committee with information on how you intend to take the concept to reality:** |
| **Total funds requested from Operation Round Up (up to $5,000):** $  **Provide the project/program budget details:** |
| **Have you applied for other sources of funding or will the Operation Round Up contribution be used to leverage other funds? Please provide a complete explanation:** |
| **Has any portion of the project been started? If so, please outline progress to date and what remains**: |
| **What is the project timeline (start and finish) and in particular when are the requested funds needed. (Note: Projects should be completed within one year from the allocation of funds, but the Committee will consider special circumstances with appropriate backup):** |

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| **How will you measure the short and long-term success of the project? (Note: a nominal portion of the approved funding may be withheld until the completion of the end of project report):** |
| **Please provide any additional comments or information not included in the previous sections if they are relevant to the funding application:** |

The Applicant and the Operation Round Up Committee acknowledge that the information contained in this application is for the purpose of obtaining funds from the program and will be kept confidential.

The undersigned, representing the applicant, recognizes the information provided herein will be used to determine applicable funding, if any. The undersigned further represents and warrants that the information provided is true and complete and authorizes the Operation Round Up Committee and/or EQUS to make any inquiries deemed necessary to confirm the accuracy of the information.

I, the undersigned, understand and confirm that if the application is approved, that all funds will be used for the sole purpose as stated in the application. Furthermore, if successful, I agree to complete and return a final progress report on the project/initiative within one year of receipt of the funding. I further acknowledge that the receipt of funding authorizes the Committee to use and/or publish general information regarding the project in its communication to the EQUS membership and understand that the funding allocations are reported annually to the Board of Directors and the members. (Note: in the event disclosure of general information cannot be authorized, the applicant must communicate that immediately.)

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| **Organization Name:** |
| **Authorized Representative Signature:** |