



## COMMUNITY DONATIONS FUND GUIDELINES

January 27<sup>th</sup>, 2014

In keeping with its commitment to support our local community, Windsor Family Credit Union (WFCU) has issued a 'Call For Proposals' to local charitable and non-profit organizations. Organizations are invited to submit proposals for consideration through WFCU's Community Donations Fund (CDF). The CDF provides funding assistance to existing and new non-profit and charitable programs and projects. This year, \$25,000 will be distributed to various organizations through the Community Donations Fund.

Proposals will be divided into five specific categories: Medical Illness & Disease, Quality of Life, Disabilities, Cultural/Community and Support/Information.

### **All proposals must include:**

- Full name of organization, address, telephone and fax numbers, e-mail address and website address.
- Name and title of contact person.
- Charitable registration number and registered name.
- Description, background and history of the organization.
- Most recent annual report including financial statements.
- Listing of board of directors and key staff.
- List and description of normal funding sources.
- Current programs and programs offered in previous year.
- Focus, objective(s) and target audience of the program/project.
- Budget, including total cost of the program/project and other funding sources for the program/project.
- Program/project evaluation procedures.

### **Interested organizations are asked to submit six (6) copies of their proposal and supporting documentation to:**

Windsor Family Credit Union  
3000 Marentette Ave  
Windsor, Ontario  
N8X 4G2

ATTENTION: Danielle Marchand  
Marketing and Community Investment Assistant

Deadline for submissions is **Thursday March 6<sup>th</sup>, 2014**