

Legacy C.H.E.S.T. Fund Grant Application

Appendix C – Checklist

The following documents must be included with your completed Legacy C.H.E.S.T. Fund Grant Application:

1. All financial statements and information as requested/follows:
 - A budget for the upcoming year
 - A financial statement for the previous year (for grant applications over \$25,000.00 the statement must be audited or accountant reviewed)
 - A year-to-date financial statement
 - A statement disclosing all assets, trust funds, and reserve funds and any anticipated year-end surplus
 - Current Operating budget (If partnership, include operating budget of all organizations)
2. Supporting Work Plan (Appendix A)
3. Project Budget (Appendix B)
4. Supporting documents (if changes to a building structure, include ownership of building, if project costs are based on a report include the report).
5. Two (2) or more quotes/estimates for each component of the project.
6. A list of current Board of Directors (include names, positions, addresses and telephone numbers).
7. List three references (outside individuals who are familiar with your organization and its work. These references should be provided with a copy of your application so they will be knowledgeable about your request and the reason for it).
8. A cover letter on the lead organization's letterhead indicating the date the submission of this application was approved by the governing body.



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9. If this is a partnership, include how decisions will be made and conflicts will be resolved among the groups. This Dispute Resolution Protocol is to be signed by all members of the partnership (if applicable).

Please keep a copy of your application for your records during the application process.