



**Charity Application Form 2019**  
**100+ Women Who Care - Cornwall & Area**  
**Due no later than May 24, 2019**  
**Submit proposal by email to: [admin@reddoorteam.ca](mailto:admin@reddoorteam.ca)**



Thank you for choosing to submit a proposal for 100+ Women Who Care - Cornwall & Area! We are thrilled that you have chosen to take part in such a fun evening of supporting our local community!

Here are a few notes to go over before submitting your application:

- Your proposal should direct the funds towards a project rather than ongoing operating expenses.
- The project should be completed prior to 100 Women Who Care 2020.
- The project must not be located on private property.
- You should be prepared to have at least one estimate of the cost of completing the project. As well as the amount you are requesting from the 100 Women Who Care.
- You should consider if there are any impediments (i.e. bylaws) that might restrict completion of the project.
- The person submitting this application has the authority to do so on behalf of the organization/group they are representing.
- Members from your organization/group **are allowed** to join the 100+ Women group to donate and cast a vote. A minimum of 1 member is required to submit an application.
- A member of the organization must be available to come back and report on the completed project the following year if chosen as a recipient of the funds.
- The organization **MUST BE ELIGIBLE TO GIVE TAX RECEIPTS and provide proof along with your application.**
- **Along with your proposal submission, please also include a jpg. or png. file of the organizations logo.**

Name of organization/group \_\_\_\_\_

Name of lead contact and their role \_\_\_\_\_

Lead contact email and phone number \_\_\_\_\_

Is the organization able to issue tax receipts? YES  NO

## **Project Description**

These are questions and topics to be followed/used to help guide you when writing the proposal for the organization/group being represented. It is strongly recommended that you follow these outlines and answer the questions, in order to help produce the best possible proposal. 1-2 pages for the proposal.

Give a brief overview of the organization, what their purpose is, and how the organization, as a whole, impacts the community. What impact would this project have upon the community? Why the project is important to Cornwall & Area? Why should the women choose to donate towards your organization? What do you know about this organization that you wish everyone knew?

These three questions are **REQUIRED** for your proposal.

- 1. The estimated cost of the project and the amount you are asking for from the 100 Women**
- 2. Estimated date/timeline of completion of the project**
- 3. The benefit that the project would bring to the community of Cornwall & Area**

## **Presentation (night of the event)**

- There will be an **applicant information night on Wednesday May 29, 2019** to go over presentation ideas and answer questions about the event. Applicants are encouraged to attend.
- You have **3 minutes** to give your proposal to the 100+ Women
- Please respect the time allotted for each presentation
- Groups will be drawn at random to create an order for presentations
- You may use a powerpoint, pictures or video to enhance your presentation (**this does count towards your 3 minute time limit**)
- If you choose to use a visual aid during your presentation please email to Shannon @ [admin@reddoorteam.ca](mailto:admin@reddoorteam.ca) by **June 5, 2019, no later** - so that we have time to organize the slide show.

## **Table Set Up for Mix & Mingle**

Each participating group will be given a table and space to set up a booth with information and displays to mix & mingle with the ladies before the presentations and voting. This allows groups to spend more time appealing to the women for their support and getting their vote. The mix & mingle is also a great way to gain extra exposure to the group of participants, whether you are successful with your bid or not.

- Mix & mingle will be 45 minutes long before the start of the presentations
- You will be supplied with a table to set up on
- You can use displays, videos, pamphlets, examples, treats, etc... to be able to expose your organization to the women who will be voting
- For example: last year Victim Services brought in their service dog

**If you have any questions/concerns about your proposal/presentation or the 100+ Women Event, don't hesitate to contact us!**

**Tracey Veinotte - Co-founder: 613-363-9496 or email [traceyveinotte@royalpage.ca](mailto:traceyveinotte@royalpage.ca)**

**Donna Chisholm-Forget - Co-founder: 613-360-0929 or email [donnaforget@gmail.com](mailto:donnaforget@gmail.com)**

**Shannon van Moorsel - Event Organizer: 613-938-3860 or [admin@reddoorteam.ca](mailto:admin@reddoorteam.ca)**