



GROUNDSWELL: SAMPLE APPLICATION FORM

Organization Name:

Mailing Address:

Phone Number:

Email address:

Website address: (optional)

Contact Person:

PART 1: GENERAL

Does your project receive funding from any level of government?
(If **yes**, your application will **not** be accepted. Please note: this includes Arts Council funding.)

How much money are you requesting?
**check maximum amount available for this year.*

Give us a clear, detailed outline of what you plan to do with this money (150 words max.)

Please be clear and specific. Your answer might look something like this:
“We plan to do the following...”
“Our timeline is...”
“First, we will... next, we plan to...”

PART 2: GROUNDSWELL'S MANDATE

Does your vision support Groundswell's mandate?

Yes

Describe how/if it meets the following criteria.

- Meaningfully involves and is accountable to people who are directly affected by the issues? (150 words max.)

Please give specific examples: For instance: Do you vote? Have meetings or other gatherings?

Reach consensus? Have an advisory group? Have a significant number of participants and/or leaders who are dealing with these issues in their own lives? Who do you take direction from?

Your answer might include the following:

“To stay accountable to people who are directly affected by the issues, we...”

“We meaningfully involve people who are directly affected by the issues by...”

“Many/most/all of our members are directly affected by the issues because we...”

- Confronts root causes of oppression? (150 words max.)

How do you challenge not only the impacts of oppression, but also its causes? Again, try to give specific examples of things you think, have done, or plan to do.

Your answer might include the following:

“We confront root causes of oppression by...”

“Our mandate is to...”

“We have/plan to..... these actions challenge the root causes of oppression by...”

- Builds power of oppressed communities? (150 words max)

Please be specific and give concrete examples. Your plan may build power in many different ways, for example, by connecting people in struggle, building infrastructure, educating, undermining agents of oppression, providing a voice, supporting each other, etc.

Your answer might include the following:

“We build/plan to build power by...”

“By doing X we will be able to...”

- Increases the infrastructure and/or capacity of oppressed communities to confront injustice? (150 words max)

Please be specific and give concrete examples. How will your plan increase communities’ ability to fight back? “Infrastructure” could include social infrastructure (such as your ability to communicate and make decisions together or your ability to build a coalition) or physical infrastructure (office/meeting space, etc.) “Capacity” could include things like sharing and developing skills and/or helping people minimize barriers to involvement.

Your answer might include the following:

“We will build infrastructure/capacity by...”

“By doing X we will be able to...”

PART 3: ORGANIZATIONAL/PROJECT DETAILS

How many people are actively involved in your organization/project? Please tell us a little about who you are and your relationship to the communities your work is intended to serve. (150 words max)

***By “actively”, we mean on a regular, ongoing basis. You might say:
“X people are actively involved in... (be specific: planning events? Coordinating activities? Doing certain types of work for the project/organization).”***

Tell us very briefly about yourself as well and how you are connected to the communities you are intending to serve.

What infrastructure or supports do you have that help sustain your work? (150 words max)

***Specific examples are important here as well. For example,
“X group donates office space for our regular meetings”
“We regularly consult with X elders or advisors, who support our work by...”
“We support each other by...”
“We work in coalition with...”
“We get free [supplies] from...”***

PART 4: BUDGET

Please provide a clear, specific breakdown of how all your GROUNDSWELL funding would be used.

This table must be completed for your application to be considered.

Item/Expense (describe)	Amount
EXAMPLE	
Meeting space rental	\$400
Transportation subsidy for organizers to meet in Sudbury	\$100 x 10 people = \$1000
Designing and printing pamphlet	\$800
Total:	\$2200

If you are applying for funding that will only go to a specific PROJECT, use the table below to show us the overall cost breakdown of your PROJECT.

OR

If you are applying for funding to support your ORGANIZATION more generally, use the table below to show us the overall cost breakdown for your ORGANIZATION as a whole.

Please note that we will not consider applications with incomplete budgets

Item	Amount	
Staff salaries and wages (break down by individual position and indicate full or part time) Any other money paid to people in the form of wages or honorariums		FT or PT
	\$1300	Part time
	\$700	Part time
	\$1000	Honourariums
Travel:	\$1000	

Equipment:	\$1000
Supplies:	\$500
Training:	\$500
Accessibility: (ex. child care, translation, transportation)	\$1000 (childcare, translation inc ASL)
Printing and copying:	\$800
Telephone, fax, internet:	\$100
Postage and delivery:	-
Rent and utilities:	\$400
Other (specify):	
Total:	\$8300

If you are applying for funding that will only go to a specific PROJECT, use the table below to show us all your sources of income for your PROJECT.

OR

If you are applying for funding to support your ORGANIZATION more generally, use the table below to show us all your sources of income for your ORGANIZATION as a whole.

Please note we will not consider applications with incomplete funding charts

Source (i.e. grants, membership dues, fundraisers, etc)	Amount (anticipated)	Amount (confirmed)
Groundswell	\$2200	
Membership fees		\$2000
Unifor		\$3100
Fundraiser		\$1000
<i>*note: overall total must be at least the total listed on your budget page. Total: \$8300</i>	\$2200	\$6100

PART 5: SUPPORTING DOCUMENTS

References

Provide two letters of references, maximum one page each, from people outside of your organization or project who can provide additional information supporting your application. These should be letters from anyone who understands your work. Please note that the letters **do not** need to be professional references. Returning applicants may re-submit reference letters from your previous application. Upload these letters on the application form page of our website when you submit this application. (Please save as a .doc or .pdf file.)

Please list who these letters are from here, so we can make sure we received the right ones:

1)

2)

Other supporting documents (OPTIONAL)

- You may provide up to 2 more supporting documents (e.g., press clippings, posters, flyers, newsletters, photos, videos, audio) to help us understand your work.
- Upload these materials on the application form page of our website when you submit this application.

Please list supporting documents here so that we can make sure we got the right ones:

1)

2)

Additional information

How did you find out about Groundswell?

Word-of-mouth

Is your organization led by youth?

Yes

Name of person/organization to whom cheque should be addressed if funding is granted:

Justice for All

Address where cheque should be sent if funding is granted:

Full address, including postal code, bearing in mind cheques will not be sent until at least April.

**THANKS FOR APPLYING TO GROUNDSWELL
AND SOLIDARITY IN THE STRUGGLE!!**