

Organization Information	
1.	<b>Full Legal Name of Organization</b>
2.	<b>If your organization operates under another name, please enter it here</b>
3.	<b>In what year was your organization founded or incorporated?</b>
4.	<b>What is the geographic scope of your organization? (Please tell us how far-ranging your organization's membership or mandate is). Please select from the following:</b> <input type="checkbox"/> <b>International:</b> you are active in and outside of Canada <input type="checkbox"/> <b>North America:</b> you are active in Canada and the United States <input type="checkbox"/> <b>National:</b> you are active across Canada <input type="checkbox"/> <b>Regional:</b> you are active across a region that includes more than one province or state <input type="checkbox"/> <b>Provincial:</b> you are active in only one province <input type="checkbox"/> <b>District/county:</b> you are active in more than one city, town, etc <input type="checkbox"/> <b>Local/community:</b> you are active in only one city, town, etc
5.	<b>Is your organization registered as a charity with CRA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<b>Canada Revenue Agency Charitable number</b>
7.	<b>What is the primary focus of your organization?</b>
8.	<b>Is your organization affiliated with any other international, national, regional, provincial or local organization?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide the full name of the organization(s) to which you have a formal affiliation.
9.	<b>Does your organization have a current audited financial statement that is available upon request? (Please do not submit unless requested to do so).</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If, upon further review of your application, we feel it is necessary to see the financial statements of your organization, we will contact you. Do not send us this information at this time.
10.	<b>Does your organization have a board of directors?</b> Please provide a list of the names of your board members. Please list them on a <u>separate sheet</u> .
11.	<b>Do you know of any SMS Equipment employees that are active in your organization?</b> Please enter the names of the SMS Equipment employee(s) who is actively involved. If there is more than one, please list them on a <u>separate sheet</u> .
12.	<b>Has your organization worked with SMS Equipment before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Briefly describe these previous projects. Please limit your answer to a maximum of 200 words and include on a <u>separate sheet</u> .
13.	<b>Please provide further background information on your organization (e.g. mission statement, mandate, goals, and operating principles).</b> Please limit your answer to a maximum of 200 words and include on a <u>separate sheet</u> .

Organization and Contact Information			
14.	<b>Primary Contact Information</b> (enter the name of the person we should contact with regard to this request).		
	<b>First and Last Name</b>		<b>Title</b>
	<b>Phone</b>		<b>Fax</b>
	<b>Email Address (required):</b>  This is very important! All updates on the status of your application will be communicated to you through email. Regretfully, failure to provide an email address will make the evaluation of your request difficult and will make it impossible to provide you with updates on the status of your application.		
	<b>Website Address</b>		
	<b>Organization Mailing Address</b>		
	<b>City</b>		<b>Province</b>
Request Details			
15.	<b>Tell us about your funding request. Please include the following information on a <u>separate sheet</u>:</b>		
	<ul style="list-style-type: none"> <li>Specify the amount requested (in CAN or US dollars).</li> <li>The primary use of the funds. Is this request to support an event or longer-term project?</li> <li>In-kind (specific product, piece of equipment or service including product donations or prize requests).</li> <li>Describe the product, equipment or service you are requesting. If you are requesting products or equipment, be sure to include the number requested. If you are requesting a service, include the type of service and the amount of time requested.</li> <li>Volunteerism (SMS Equipment employees volunteer to work on your project or initiative).</li> <li>An estimate of the number of people you need or would like to volunteer.</li> </ul>		
16.	<b>Which Category best describes your donation request and/or event:</b>		
	<input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Culture <input type="checkbox"/> Environment <input type="checkbox"/> Regional Sustainability		
17.	Is this a new (start-up) initiative? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	What date was this initiative started?		
18.	<b>What is the geographic scope of your request or program?</b> In this question, we would like to know the geographic scope of this <i>particular project</i> , <b>not</b> of your organization in general.		
19.	<b>What age group will it most benefit?</b> Please specify whether or not a specific age group is targeted in your program.		
20.	<b>Which gender will it most benefit?</b> Please specify whether or not a specific gender is targeted in your program.		

21.	<p><b>Does it target a specific cultural, ethnic, linguistic or lifestyle segment of the population?</b> Define the specific segment of the population your program or initiative targets.</p>
22.	<p><b>Please describe the objectives of this initiative.</b> In general but concise terms, take us through your project or initiative for which you are requesting funds. Explain the current situation, the need, or the opportunity that exists. Tell us what you plan to do and why.</p>
23.	<p><b>Does this request involve a single event or multiple events?</b> Provide details regarding the venue and date(s).</p>
<b>Project Details</b>	
24.	<p><b>Please describe your project. Please include the following information on a <u>separate sheet</u>:</b></p> <ul style="list-style-type: none"> <li>• What is the name of the project? Enter the complete name of the project you are proposing. This is the name by which this specific request will be referred to during its evaluation and in any follow-up correspondence with you.</li> <li>• Is this a long-term project or initiative?</li> <li>• What is unique about this project/program in terms of the need for it or the opportunity that exists for it?</li> <li>• How does it support or further your organization's mission and vision?</li> <li>• What are your key objectives and how do you plan on achieving them?</li> <li>• What will success look like to you at the end of this project/program?</li> <li>• What is the anticipated lifespan of the project?</li> <li>• What challenges might get in the way of meeting your objectives and how will you deal with them?</li> <li>• What are the expected objective outcomes and how will you measure the outcomes?</li> <li>• Is there a tangible way to measure your outcomes?</li> <li>• Does your initiative include a process for measuring or evaluating the program/project? This could include user or participant surveys, feedback questionnaires, market research or other follow up.</li> <li>• How will the outcomes support your mission and create value for your organization and for others?</li> <li>• How will this initiative benefit an issue or the community?</li> <li>• What are the short- and long-term impacts of your initiative?</li> <li>• Does this project/program fulfill any immediate need?</li> <li>• What is the reach or influence of this initiative?</li> <li>• Can you build on it for future projects?</li> <li>• Will you collaborate with other organizations during the course of the project/program?</li> </ul>

Budget Proposal	
	<p>In order to help us fully evaluate your request, it is important to know the total amount you need from all sources to make this project a success. For example, you may be requesting a grant of \$10,000 from us, but the total amount needed for the project is \$100,000.</p> <p>If your project takes place over more than one year then please provide us with the budget over the course of project.</p>
<b>25.</b>	<p><b>Do you have funding for this initiative from other corporations?</b> Please list up to three (3) major funding partners. You must specify whether these partners are confirmed or tentative, and what their respective financial commitments are to the project.</p>
<b>26.</b>	<p><b>Are you collaborating or partnering with other voluntary sector organizations in this initiative?</b> Please list your major voluntary sector partners.</p>
<b>27.</b>	<p><b>Tell us about your past successes. List projects or initiatives that you have organized in the past. Were expectations realized? Did they come in on budget? Were there any unexpected outcomes?</b></p>
<b>28.</b>	<p><b>How will you promote this initiative and how will our participation be highlighted?</b> Tell us how you plan to make people aware of your project and how SMS Equipment's contribution will be recognized.</p>
<b>29.</b>	<p><b>Will you be able to use or leverage SMS Equipment's participation to attract other funding sources or partners to this initiative?</b></p>



# Application for Requests Over \$3000

**30. Please describe possible volunteer opportunities for SMS Equipment employees to become involved in this project.**  
How many hours would they need to dedicate as a volunteer to the project? What would they be doing? Would it be a one-time volunteer opportunity or a weekly/monthly volunteer opportunity?

**31. What is required of SMS Equipment if we fund this initiative?**  
Briefly tell us what you may need from us in terms of logos, ads, written statements of support and so on, and the deadlines for these items.

**32. Why did you choose to request funds from SMS Equipment?**  
Briefly describe your reason(s) for asking us for funding.

**Do you consent to having your organization, company, project, sponsorship, etc. published in SMS Equipment's annual publication and/or website?**  
 Yes    No

**Do you agree to send images, videos, and/or other media for use in SMS Equipment's annual publication and/or website?**  
 Yes    No

**Will you allow us to share this information with others?**    Yes    No  
If we do fund a program, we may decide to profile the partnership in some of our publications or on our website.

<b>Signed:</b>	<b>Date:</b>
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**Thank you for thinking of SMS Equipment and for inviting us to participate in your current endeavor. We applaud your commitment and look forward to reading your proposal.**

**Please send your completed donation request to [smcommunity@smsequip.com](mailto:smcommunity@smsequip.com) and it will be forwarded to the appropriate area for consideration.**