

## **2025 PROJECT PROPOSAL GUIDELINES FOR LCF MEMBER ORGANIZATIONS**

The Lithuanian Canadian Foundation (LCF) is a federally incorporated Canadian registered charity whose objective is to support, encourage and promote Lithuanian cultural and charitable purposes. This objective is achieved primarily by providing financial support for projects aimed at increasing the public's knowledge and appreciation of the culture, language, history and traditions of the Lithuanian community in Canada, Lithuania and throughout the world.

### ***Eligibility***

1. Only *Project Proposals* fulfilling Lithuanian cultural and/or charitable purposes will be considered.
2. Only *Project Proposals* from Lithuanian Canadian organizations that are LCF members will be considered.
3. All *Project Proposals* must be for a specific, well-defined project to be carried out by the organization requesting the funding. The project must be considered charitable under Canadian law, whereas:
  - a. the support of sports/athletic clubs is not considered charitable.
  - b. the support of an event the sole purpose of which is a social activity is not considered charitable.
4. A *Project Proposal* may be submitted for a project spanning more than one calendar year. A new *Project Proposal* must be submitted each year. There is no assurance of LCF funding a project in subsequent years.
5. An organization may submit proposals for multiple projects during the same period by completing and submitting a separate *Project Description Form* for each project. An *Applicant Information Form* must also be completed and submitted during each funding period, listing all of the proposed projects, in the order of priority.
6. If your organization received **LCF funding in 2024** (per your *2024 Project Proposal*), documentary evidence must be submitted to the LCF office by **January 31, 2025**, that the funding was used for the intended project.
7. Every organization receiving LCF funding to participate in an event, as its project, may be required to provide a list of participants (indicating organization members, group leaders and chaperones) upon request, once your organization's participation in the event has been approved.
8. Organizations must provide evidence of public acknowledgement of LCF funding. If there is printed material, a copy is to be submitted to the LCF office.
9. Any questions should be directed to the LCF office at 1 Resurrection Road, Toronto, ON, M9A 5G1, tel: 416-239-9889, or by e-mail: [mail@klfondas.org](mailto:mail@klfondas.org)

### ***Timeline***

10. LCF will consider *2025 Project Proposals* submitted electronically during the periods ending March 15, 2025, and September 15, 2025. The intent is that project organizers submit their application for projects that are planned to occur during 2025 or the first 3 months of 2026. **Incomplete applications or applications not submitted electronically will be returned for correction. These applications must be returned by the deadline to be considered.**
11. All grant applicants will be notified within four weeks of the end of each period as to whether or not their *Project Proposal* was approved.
12. All organizations must sign a contract and/or a *Schedule A* with the LCF prior to the disbursement of the project funds. Copies of the contract and *Schedule A* can be requested from the LCF office.