



2024 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* promoting 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; and,
 - b. the support for 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 2023** (per your *2023 Project Proposal*), documentary evidence must be submitted to the LCF office by **January 31, 2024**, 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, e-mail: klfondas@on.aibn.com

Timeline

10. LCF will consider *2024 Project Proposals* **submitted during the periods ending March 15, 2024, and September 15, 2024**. The intent is that project organizers submit their application for projects that are planned to occur during 2024 or the first 3 months of 2025.
11. All 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.



2024 LCF PROJECT PROPOSAL

This application is to be completed by LCF Member Organizations
that are not registered charities in Canada

This sheet only needs to be completed once

Applicant Information

Organization name: _____

Contact person name and title/position: _____

Complete mailing address: _____

Telephone #: _____ E-mail address: _____

Organization's LCF Membership #: _____

Incorporation date and number (if incorporated): _____

Date organization established (if not incorporated): _____

Primary purpose of organization: _____

Number of active members: _____

2024 Project Name(s), Funding Requirement(s) and Priorities

If funding is being requested for more than one project, please rank the projects in descending order of priority.

Project Priority	Project Name	Funding Required
Priority #1		
Priority #2		
Priority #3		
Priority #4		

Declaration

I confirm that the information contained in this Project funding application is true, accurate and complete. I acknowledge that if the Project funding application is approved, it will be necessary for this Organization to enter into a legally binding agreement with the Lithuanian Canadian Foundation which outlines the terms and conditions of the project funding and details the Lithuanian Canadian Foundation's financial commitment.

I agree that the Lithuanian Canadian Foundation may use the name of the Organization and/or its logo in promoting the Lithuanian Canadian Foundation's activities. I accept the Project Guidelines and I have authority to bind the Organization.

Signature _____ Print Name _____

Date _____ Position _____



2024 PROJECT PROPOSAL (FOR LCF MEMBER ORGANIZATIONS)

Project Information Form

Each project requires a **separate** Project Information Form to be completed

The Application must be completed in full and received by the LCF Office by 11:59 pm on the specified date in order to be considered for funding.

Organization name: _____

Project name: _____

Project manager's name: _____

Project start/end date: _____

Project location: _____

Detailed description of project: _____

Proposed Project Budget

If this project will not be completed in 2024, please provide projected costs and revenue for 2025 as well.

Sources of Revenue (Fundraising / Grants / Donations)		\$
1.		
2.		
3.		
4.		
5.		
6.		
Total Project Revenue		
Expenditures (Travel / Supplies / Equipment / Services)		\$
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Project Expenditures		
Project Net Income		
LCF funding request for this project in 2024		



2024 PROJECT PROPOSAL (FOR LCF MEMBER ORGANIZATIONS)

Project Information Form (continued)

Please explain the following:

1. How will approval of this Project support, encourage and promote Lithuanian cultural and charitable purposes?

2. How will your organization publicly acknowledge support provided by LCF?