



BASILIAN HUMAN DEVELOPMENT ASSISTANCE APPLICATION FORM 2019

INSTRUCTIONS

1. Applications for assistance from the Basilian Human Development Fund (BHDF) must be presented on the **current year's form** and must be complete and ready for review. It must be completed in English. Significant relevant supplementary material may be submitted, which will be utilized at the discretion of the Committee.
2. Submit proof of Tax-Exemption with the application or a supporting official document.
3. This application is to be received by **April 1, 2019**. No proposals will be accepted after this date.

SECTION 1: GENERAL INFORMATION

Name & address of organization submitting request: _____

Project Title: _____

Country in which this assistance will be given: _____

Name of Basilian providing letter of endorsement for the application:

SECTION 2: CONTACT PERSON

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

SECTION 3: HISTORY

Is this a 1st time request for BHDF from this organization? YES NO

Is this a new project? YES NO

If your organization has previously received funds from the BHDF, indicate amounts for most recent years.

\$ _____ Year _____

\$ _____ Year _____

\$ _____ Year _____

If you received assistance in 2018 from the Basilian Human Development Fund, please provide a report on the current progress of the project. This is a summary report and not the final report which is to be submitted before May 30, 2019.

SECTION 4: PROJECT INFORMATION

Amount of assistance requested from BHDF \$ _____
(in Canadian funds)

Total project cost \$ _____
(in Canadian funds)

SECTION 5: PROJECT OVERVIEW

What is the specific purpose for which this assistance is being sought? If there is an educational component of the project, please identify it and tell how it contributes to the promotion of justice and peace.

Who are those being directly aided by this project? (Please be specific)

Who are others affected by the project?

SECTION 6: CRITERIA FULFILLMENT

How will the project change systems to make them promote justice and peace?

How will the project empower those people who are poor and marginalized?

How does this project benefit significantly large numbers of poor people?

Other than our assistance, are Basilian houses, institutions or individuals actively involved in this project? How?

SECTION 7: INTERMEDIARY ORGANIZATION

Give a concise description of the organization that will administer the project, including a history of the organization, other programs under its auspices, current programs supported or administered by the organization, structure of the organization, etc.

Has the senior director/executive of the organization or the manager of this specific project being proposed been in their position for less than a year? If so, please provide background of that person's expertise in the organization and/or project.

All changes to payee information on file must be received in the Toronto Office before June 1, 2019.

Name of Bank: _____

Branch Address:

Organization to which cheque is to be written (name and address):

Canadian Charitable Registration Number: _____

SECTION 8. BUDGET SUMMARY

EXPENSES: Itemize the principal cost elements and amount associated with each of these elements for this project:

INCOME: Itemize the principal revenue sources and amount from each source for this project:

Notes:

1. Funds from the Basilian Human Development Fund are in Canadian dollars. For projects outside Canada, funds will be issued in U.S. dollars at the rate of exchange on the day which the cheque is issued.
2. The Canada Revenue Agency requires that all non-Canadian entities approved for assistance must sign an "Agency Agreement" from the Basilian Fathers, in the format provided, prior to the disbursement of the monies. Agency Agreements will be sent when awards have been approved.

Signature _____ Date _____

PLEASE EMAIL THIS APPLICATION IN ENGLISH, TO:

Ms. Rebecca Campbell, Secretary/Receptionist
Curial Office
Congregation of St. Basil (Basilian Fathers)
95 St. Joseph Street
Toronto, Ontario M5S 3C2 Canada
Email: rebecca@basilian.org

Note: The letter of endorsement from a member of the Basilian Fathers is to accompany this application.