

EXHIBITION PLACE

May 1, 2000

To: The Board of Governors of Exhibition Place
From: Fatima Scagnol
Subject: CNEA Foundation Funds & Application Form

Recommendation:

This is submitted for the information of the Board of Governors.

Background:

The attached report was approved by the Members of the CNEA Foundation at its meeting of March 30, 2000.

Discussion:

Given that only applications submitted by staff or volunteers from within the CNEA, Board of Governors of Exhibition Place and the National Trade Centre will be accepted, Mr. Jim Melvin (Chair, CNEA Archives & Foundation Committee) asked that this report be circulated to apprise relevant individuals accordingly.

Conclusion:

This report outlines the process for applying for funds from the CNEA Foundation.

Submitted by:

Fatima Scagnol
Corporate Secretary

Reviewed by:

Dianne Young
General Manager and
Chief Executive Officer

att.

THE BOARD OF GOVERNORS OF EXHIBITION PLACE

Exhibition Place, Toronto, Ontario M6K 3C3 Tel: (416) 263-3600

John Downing
President

Robert Bowman
Honorary President

Deborah Woodman
1st Vice-President



Jim Melvin
2nd Vice-President

Bill McVean
Vice-President

Mario Silva
Vice-President

THE CANADIAN NATIONAL EXHIBITION

March 9, 2000

To: CNEA Archives & Foundation Committee
Directors of the Foundation

From: Linda L. Cobon
Manager, Records and Archives

Subject: Foundation Funds- Application Form

Recommendation:

This is submitted for the consideration of the Archives & Foundation Committee and the Directors of the Foundation.

Background:

At its meeting of December 2, 1999, the Archives and Foundation Committee asked that Linda Cobon and John Gregg work together to create a form to be used in applying for funds from the CNE Foundation.


Discussion:

Attached is (1) a draft set of grant application guidelines, and (2) a draft grant application form. The guidelines are to be consulted by the applicant in preparing the application form. The guidelines and application form will be formatted in an attractive manner after decisions about content have been determined.

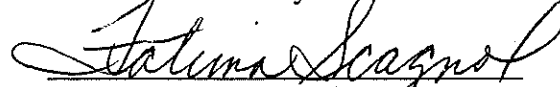
Conclusion:

This report is in response to the Committee's request with respect to establishing a formal process for applying for funds from the CNE Foundation.

Submitted by:


Linda Cobon
Manager, Records and Archives

Reviewed by:


Fatima Scagnol
Corporate Secretary

The foregoing report was reviewed by the Archives & Foundation Committee at its meeting held March 16, 2000 and is recommended to the Directors of the Foundation for approval.

CNE Foundation

Please read these guidelines before completing the application for CNE Foundation funding.

TERMS AND CONDITIONS

General

- The Foundation will not accept direct applications from the public. Only applications submitted by staff or volunteers from within the CNEA, Board of Governors of Exhibition Place, or National Trade Centre will be accepted.
- Foundation funding generally will not exceed \$5,000 for any one project in a single fiscal year.
- Applications are to be submitted to the Chair of the CNE Archives and Foundation Committee
- If successful, the proposal will be forwarded on to the Directors of the Foundation.
- If unsuccessful, the proposal will be referred back to the applicant. The applicant may revise and re-submit the proposal at the next meeting of the Archives and Foundation Committee.
- At the conclusion of the project, the applicant must report back on the use of Foundation Funds and supply a financial breakdown of monies spent. Surplus funds, if any, must be returned to the Foundation. The Foundation will not cover any losses arising from the execution of a project funded by the Foundation. Financial reports are due on or before December 31st of the year in which the project was executed.

Eligibility

CNE Foundation funds can only be used for projects that comply with the mandate of the CNE Foundation. The mandate of the Foundation is to do all such things that are incidental or conducive to the objectives listed below:

- a) to promote interest in and the study of agriculture, horticulture, music, art, education and sports;
- b) to provide for the holding of educational lectures, exhibitions, public meetings, classes and conference;
- c) to establish, construct, operate, maintain, equip and direct botanical gardens and art galleries;
- d) to provide for the holding of agricultural events, horse shows, musical festivals and attractions and amateur sporting competition exhibitions; and
- e) to establish, construct, operate, maintain, equip and direct facilities for the attainment of the aforesaid objects.

The CNE Archives and Foundation Committee reserves the right to determine which projects comply with the mandate.

(2)

CNE FOUNDATION APPLICATION FORM

Name of Applicant (organization, committee, etc): _____

Contact Person: _____

Address: _____

Postal Code _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Title (Please be as specific as possible): _____

Start Date of the Project: _____ End Date of the Project: _____

Statement of Project Objectives and Rationale for Project:

Statement as to Project Compliance with the Mandate of the CNE Foundation:

Project Description (Provide a complete description of the project to be undertaken including information about the various project stages, time line and indicate what is to be done and by whom (staff, volunteers, committee members, etc.):

Describe how your organization or committee will acknowledge the Foundation (through press releases or other forms of publicity). Suggested statement of acknowledgement is "This project has been made possible by financial assistance from the CNE Foundation."

Proposed Budget (Please provide as much information as possible on funds requested and their proposed use):

Have you also applied to other private or government sponsored programs to fund this project: Yes / No

If yes, please specify: _____

Declaration:

I certify that to the best of my knowledge the information provided in this application is accurate and complete.
