International Assistance Committee • Application Form

IMPORTANT INFORMATION ABOUT SUBMISSION DEADLINES

The school year in Canada runs from September to June.

Requests for funding from the OTF International Assistance Fund will not be processed during the summer months (June-August). Applications will only be accepted commencing September 15.

Deadlines for applications

The International Assistance Committee meets twice a year to consider applications for project funding.

- **First meeting** takes place in early December. Applications must be received **no later than November 1**.

- **Second meeting** takes place in early June. Applications must be received **no later than May 1.**

If your application is received by OTF after the deadline date for the first meeting (November 1), it will be held on file for consideration at the second meeting.

If your application is received by OTF after the deadline date for the second meeting (May 1), it will not be carried forward to the next fiscal/budget year. A new application must be submitted.

Communication of funding decisions

All applicants will be contacted approximately one month following the meeting at which the project request has been considered to let them know the outcome of the Committee's decision.

Email: international.assistance@otffeo.on.ca
Website: http://www.otffeo.on.ca/english/init_assist.php

SECTION 1 - GENERAL INFORMATION

Name of Contact:
Position:
Organization:
Mailing Address:

Email Address:	Telephone Number (include country code):

Co-ordinator or contact person in developing country, if different from applicant

Name of Contact:
Position:
Organization:
Mailing Address:

Email Address:	Telephone Number (include country code):

SECTION 2 - INFORMATION ABOUT YOUR APPLICATION

Project Description Please begin by answering the following questions:

1. Name of the project for which assistance is being requested:

2. How many people (students, teachers, or others) will benefit from your project?

3. Who are these people? What are their ages, gender, and circumstances?

4. How much money are you requesting? Keep in mind that most projects approved by the OTF International Assistance Committee normally fall within the range of $400 - $500 Canadian.

5. What will you specifically purchase or do with the funds if your request is approved?

6. Briefly describe this project in terms of your perception of the needs.

SECTION 3 - APPLICATION FOR FUNDS

Grants approved normally fall within the range of $400 - $500 Canadian	
Total cost of project (in Canadian dollars). Please attach a budget breakdown.	$
Amount of grant funds requested in this application:	$

Other Funding

Have you applied, or do you expect to apply to other agencies for funds with reference to this project?

☐ yes ☐ no

If so, please give details of support received.

Name of Agency:

Amount Requested: $

Amount Approved: $

Amount received to date: $

Personal Involvement

Are you prepared to follow this project through? (e.g. assist in purchasing and shipment of materials, correspondence with contact people in developing country, and provide a summary report to OTF)

☐ yes ☐ no

SECTION 4 – PAYMENT INFORMATION

Please note: Due to the high cost of direct bank transfers (such as SWIFT), OTF prefers to transfer funds via money order or cheque. In <u>exceptional</u> circumstances, we may agree to send funds via direct bank deposit, provided that <u>safe</u> receipt of funds can be <u>guaranteed</u> by you and your banking institution.

Will your bank accept a money order or cheque? ☐ yes ☐ no

Name to be printed on the money order/cheque. Note: Should not be an individual

Please provide a <u>secure</u> mailing address to which funds should be sent:

Please indicate currency	Canadian $	U.S. $	Other (specify)

Print Name:

Signature:

Date:

SECTION 5 - APPLICATIONS FROM INDIA ONLY

We are pleased to inform you that the International Assistance Committee will consider a **limited** number of applications from India in the 2018/19 school year. Please note that **only** projects received with a completed application form, **including full and valid FCRA information**, will be considered.

ALL APPLICANTS FROM INDIA MUST PROVIDE
A FOREIGN CONTRIBUTION (REGULATION) ACT (FCRA) REGISTRATION NUMBER

If an FCRA registration number is not included with the application, the request cannot be considered for funding. Any applicant organizations that do not have their own FCRA registration account may be considered for funding if they are able to provide an official letter from a duly registered organization that has agreed to accept grant funds on their behalf. OTF reserves the right to contact such organizations to confirm their credentials.

Name of organization holding FCRA registration number	
FCRA registration number	
FCRA expiration date	
Is this your organization's FCRA number?	☐ yes ☐ no
If this is a sponsor's number, have you provided the required official letter agreeing to accept funds on your behalf?	☐ yes ☐ no

PLEASE NOTE: We are unable to forward grants payable in Indian rupees because our banker no longer issues money orders payable in Indian currency.