



Ottawa Japanese Community Development Fund
Application for Contribution

Type or print clearly.

Applying as: Individual () Organization () Amount requested: \$ _____

- Complete Part A and move on to Part C if applying as an individual.
- Complete Part B and move on to Part C if applying as an Organization.
- All aspects of application MUST be completed to be considered by the Community Development Fund committee.

Part "A": *Applicant Information for Individuals*

| |
|---|
| Name: _____ |
| Mailing Address: _____ _____ |
| Home Phone: _____ Work Phone: _____ |
| Fax: _____ Email: _____ |
| Expertise/Relevant Experiences: _____ _____ _____ |

Part "B": *Applicant Information for Organizations*

| |
|--|
| Attach information of organization such as a pamphlet and a financial statement. |
| Organization Name: _____ |
| Contact Person: _____ |
| Telephone: _____ Fax: _____ |
| Email: _____ |
| Mailing Address: _____ _____ |
| Founding Date: _____ |
| Mandate of Organization: _____ _____ _____ |



Part "C": *Project Proposal*

Project Start Date: _____

Project End Date: _____

Describe the proposed project or activity:

Describe expected results of the project:

Describe how the project will promote Japanese Canadian Culture, including benefits to the Japanese Canadian community:



Part "D": *Budget*

Provide a specific budget of the project, clearly showing amount of funding requested, how the contribution will be used. Use a separate sheet for details of the budget breakdown.

a. Expenditures

Fees: \$ _____
Facility Rentals: \$ _____
Equipment Rentals: \$ _____
Travel and Transportation: \$ _____
Other Expenditures: \$ _____
Specify: _____
Total Expenditures: \$ _____

b. Revenues

Fees: \$ _____
Amount Requested: \$ _____
Cash Contributions: \$ _____
Earned Income: \$ _____
In-kind Contributions: \$ _____
Specify: _____
Other Revenues: \$ _____
Specify: _____
Total Revenues: \$ _____

Specify when the contribution will be needed. _____

Date the contribution will be spent by _____



Part “E”: *References and Support Materials*

One copy of support materials, information or examples (organization information, proof of existing issues to be addressed, relevant experiences/expertise) should be enclosed where applicable.

DO NOT SEND ORIGINALS OF SUPPORT MATERIALS.

List all support materials below:



General Terms and Conditions

If a contribution is awarded, the Applicant shall:

- a. join OJCA/OJCC with payment of prescribed membership fees, aiming to promote the culture and advance the quality of the Japanese Canadian Community.
- b. within 30 days of project completion, (1) submit all receipts being claimed in the financial report and return any surplus from the contribution, and (2) submit a final report summarizing the project activities and indicating the results of the projects; e.g. produced materials or pictures.
- c. write an accompanying article for OJCA's Ottawa News.

Declarations (for Individuals)

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Name: _____

Date: _____ Signature of Applicant: _____

Guardian's signature is required if an applicant is under 18 years of age.

Date: _____ Signature of Guardian: _____

Declarations (for Organizations)

WE HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. THIS APPLICATION IS MADE ON BEHALF OF THE ORGANIZATION NAMED AND WITH ITS FULL KNOWLEDGE AND CONSENT.

Name of Organization: _____

Representative: _____

Date: _____ Signature: _____

Contact:

Ottawa Japanese Community Association / Ottawa Japanese Cultural Centre
2285 St. Laurent Blvd., Unit 16, Ottawa, ON, CANADA K1G 4Z4
Tel: (613) 731-7939
Fax: (613) 731-1367