

9. Endorsement of the submission by two authorized signing officers of the organization making the application (i.e., Chair, Treasurer, Executive Director) and;
10. Endorsement from the authorized signing officer of the Recipient of the Grant (facility) i.e., Hospital (Parent Company i.e., VP, CEO). An endorsement from the Municipal Clerk & Fire Chief is required if the submission originates from the town fire department.
11. Applicants will be notified within 14 days of receipt of submission advising if complete or missing documentation if time permits.
12. Grant recipients must provide a current Purchase Order via **E-mail** in **PDF** format. The Purchase Order must be dated between the year the submission is received and May 31st of the following year after its approval. Fire departments may provide a bill or an invoice in lieu of Purchase Order to receive the grant.
13. Successful recipients must arrange grant presentation and photo opportunity with the Legion Branch assigned to the submission. Funds will be sent via EFT following grant presentation.
14. Successful recipients may be awarded a grant for Two consecutive years and then are required to abstain for One year before another submission can be made.

Please be precise and accurate in your submission.

The submission must be **received** via the e-mail address **charitablefoundation@on.legion.ca** no later than the **last Friday of April**.

Late submissions will not be considered.

Tax receipts are issued

Charitable Foundation BN/Registration Number
85078 1618 RR0001

If you require further information,
please contact us at

The Royal Canadian Legion
Ontario Command
89 Industrial Parkway North
Aurora, Ontario L4G 4C4



THE ROYAL CANADIAN LEGION
ONTARIO PROVINCIAL
COMMAND BRANCHES
AND LADIES' AUXILIARY

**CHARITABLE
FOUNDATION**



HISTORY

The Royal Canadian Legion Charitable Foundation was created in 1979 in Sudbury, Ontario. The Foundation started as The Royal Canadian Legion Ontario Provincial Command Charitable Foundation and was later amended to include the Ladies' Auxiliary.

The Foundation was registered with the Federal Government under the "Canada Corporations Act" and is a registered charity under "The Income Tax Act." This allows the Foundation to receive donations and issue official receipts.

Since its inception more than 30 years ago, the Foundation has received over 2500 submissions and over 2000 approved. This amounts to over \$15 million donated to hospitals, health clinics, programs for Veterans & Seniors, medical equipment such as MRI's, therapy for Veterans, CT Scans and hospital beds.

BURSARY PROGRAM

The bursary program is a large part of the Charitable Foundation. The program opens each September and closes the last Friday of March of the next year. It covers the fall and winter term of each academic year. Please refer to our website for more information.

THE ROYAL CANADIAN LEGION ASSISTS WITH:

- Operation of the Ontario Command Service Bureau
- Veterans Welfare
- Programs for Aging Veterans & Seniors
- Medical Research
- Medical Equipment
- Bursaries
- Other purposes of a charitable or benevolent nature, as approved from time to time by the Board of Directors

Donations for the Charitable Foundation are received from branches of The Royal Canadian Legion and Ladies' Auxiliary and private donors.

SUBMISSIONS FOR CF GRANTS

Submissions for grants to The Royal Canadian Legion, Ontario Provincial Command Branches and Ladies' Auxiliaries' Charitable Foundation, must include the following:

1. The name, address of the applicable grant recipient (organization, charity, etc.) and the main contact person for the request including the location/site where the funds will be appropriated.
2. The registered charity number (if applicable).
3. A list of the names of the Board of Directors. A list of the Town Officials is required if the submission originates from the town fire department.
4. The amount of capital funds requested (excluding taxes, shipping) and specific purpose for the funds.
5. A detailed budget showing how the grant is to be expended.
6. An Electronic Funds Transfer Form (EFT) and Void Cheque for Direct Deposit of Grant. Sent in following approval.
7. One (1) PDF copy of the submission is required on official letterhead including one (1) Full copy of the financial statements pertaining to the grant recipient. Include the financial statements pertaining only to the institution applying for the grant (not the Foundations statements).

If your organization is governed by a municipality or foundation, send only the part of the financial statements that applies to your department. Fire Departments may provide a List of their Revenue & Expenses for the year to complete the submission. Submissions must be completed on 8.5 x 11 sized paper.

8. **Submissions must be E-mailed in PDF format only. Faxed or Mailed copies are not accepted.** E-mail directly to the Committee Coordinator via **charitablefoundation@on.legion.ca**