



PHI SIGMA SIGMA  

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*Foundation*

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SCHOOL AND COLLEGE  
READINESS - CANADA  
GRANT REQUEST

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Proposal Deadline: **January 13, 2018**

PHI SIGMA SIGMA FOUNDATION  
8178 Lark Brown Road, Suite 202, Elkridge, MD 21075  
[www.phisigmastigmafoundation.org](http://www.phisigmastigmafoundation.org)  
<https://www.facebook.com/phisigmastigmafoundation>

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## **PART I: GRANT INTRODUCTION**

**The Phi Sigma Sigma Foundation is seeking to provide grants to charitable organizations that implement innovative programs and projects that support our philanthropic cause—school and college readiness.**

### **Our Philanthropic Cause**

The selection of school and college/university readiness as Phi Sigma Sigma's philanthropic cause was determined with membership input via surveys, focus groups and interviews. Phi Sigma Sigma members expressed a desire for more opportunities to volunteer locally and to make a significant difference in the lives of others.

These facts propelled our decision to focus on school and college/university readiness:

- 1 in 5 Canadian children live in poverty
- In the past 25 years, the number of low income kids in Canada increased from 912,000 to 967,000
- A student's level of academic achievement by the eighth grade actually has a larger impact on his or her college or university readiness than anything that happens during high school
- 22% of working-age Canadians have not graduated from high school
- 27% university attainment (percentage of the population aged 25–64 with a university degree in Canada)

Since January 2015, Phi Sigma Sigma has been in partnership with the Kids in Need Foundation. This has allowed Phi Sigma Sigma to move forward with our philanthropic cause, school and college Readiness. As this organization does not provide extensive opportunities for our Canadian chapters to participate in philanthropic projects, the Phi Sigma Sigma Foundation is offering the School and College Readiness Canada Grant. Canadian charitable organizations which address School and University Readiness in Windsor or Ottawa, Ontario areas, may apply for a Phi Sigma Sigma Foundation School and College Readiness Canada Grant. No more than one grant per community will be awarded in the amount of \$500 to \$1,000 USD.

### **Eligibility Criteria of Organization**

1. A Registered Canadian Charity
2. A non-religious organization (exceptions will be made for religious organizations that work to serve the entire community regardless of religious affiliation)
3. An organization with operating expenses that pertain directly to the work of the charity
4. An organization that has a primary focus of school and college/university readiness

## **PART 2: GRANT REQUEST**

### **Our Selection Process**

The Foundation will review applications from a recommended charitable organization for the School and College Readiness Canada Grant. The charitable organization shall submit the application only once all elements of the application are complete.

### **Request**

*The following documents must be submitted with all applications. Please use this checklist as a guide to complete your application. Place a check mark by the items included in the proposal. If you believe the item does not apply to your proposal, please indicate with "N/A" and provide explanation.*

Applications should be submitted to the Phi Sigma Sigma Foundation by midnight on **January 13, 2018** using this email – [foundationpartnerships@phisigmasigma.org](mailto:foundationpartnerships@phisigmasigma.org)

- I. Contact information for Charitable Organization
- II. Introduction: Organization's Mission and Service Area
- III. Program Objectives and Plans
  - Date of Project
  - Delivery
  - Budget
  - Evaluation
- IV. Letter of Support from the local Phi Sigma Sigma Chapter (Applications missing a letter of support will not be reviewed.)
- V. Charitable Return (T3010)
- VI. Examples of Previous Successful Projects, Activities or Programming

The Phi Sigma Sigma Foundation welcomes your questions, concerns, and requests for clarifications throughout the application process. If you are unsure of any part of the application, please do not hesitate to contact Suzanne Musgrave, Executive Director at: [smusgrave@phisigmasigma.org](mailto:smusgrave@phisigmasigma.org) or (410) 799-1224 ext. 201.

## **PART 3: DESCRIPTION OF SCHOOL AND COLLEGE READINESS CANADA GRANT REQUIREMENTS**

### **CONTACT INFORMATION**

Organization Fully Registered Name:	Contact Name and Title:
CRA Charitable Number:	Phone:
Address:	Fax:
	Email:
Website:	

### **1. INTRODUCTION**

Briefly state your organization's mission. Describe the current geographic area(s) served.

### **2. PROGRAM OBJECTIVES AND PLANS**

Describe your project, including goals and objectives for this program and your plans to accomplish these goals.

#### **DATE OF PROJECT**

**DELIVERY** - Describe your service project delivery and publicity plans, number of individuals you expect to serve, and other major program features. Specifically detail how this service project will address Phi Sigma Sigma's commitment to school and college readiness.

**BUDGET**- Include an itemized breakdown of how you expect to utilize the grant.

**EVALUATION**- Describe the project evaluation plan, assessment parameters, measures of success and feedback mechanisms.

### **3. LETTER OF SUPPORT FROM THE PHI SIGMA SIGMA CANADIAN CHAPTER**

The template at the end of the grant request must be used. The chapter is to send the completed template directly to the Phi Sigma Sigma Foundation. Additional letters of support may be written by a Canadian alumna on behalf of the project. However, only the chapter membership letter of support is required.

## **PART 4: FORMS AND REQUIRED INFORMATION**

### **LIST OF ADDITIONAL ITEMS**

- COPY OF RECENT T3010
- LETTER OF SUPPORT FROM PHI SIGMA SIGMA CHAPTER
- ADDITIONAL ITEMS RELATED TO ORGANIZATION AND PROGRAM

**LETTER OF SUPPORT FROM PHI SIGMA SIGMA CHAPTER**

**THIS FORM MUST BE USED**

To: Phi Sigma Sigma Foundation Board  
From: \_\_\_\_\_ Chapter, Phi Sigma Sigma  
Date: \_\_\_\_\_  
Re: School and College Readiness Canada Grant Request

We are writing on behalf of our chapter to endorse (name of charitable organization) \_\_\_\_\_ and their application for a School and College Readiness Canada Grant from the Phi Sigma Sigma Foundation in the amount of \_\_\_\_\_.

As a chapter, we find (name of charitable organization) \_\_\_\_\_ and the particular project or initiative, (name of initiative) \_\_\_\_\_ to be in alignment with school and college readiness and the values of Phi Sigma Sigma Fraternity and Phi Sigma Sigma Foundation. We have negotiated with the agency on the role that we will actively play in the execution of the project, which will be

\_\_\_\_\_  
\_\_\_\_\_

We have discussed, voted, and approved as a chapter to support this initiative, both through endorsement of a Phi Sigma Sigma Foundation Grant and through active participation in the initiative. **(See attached meeting chapter meeting minutes.)** We understand that we need to submit a few personal testimonies and photographs of our experience to the Phi Sigma Sigma Foundation upon completion of this project.

We look forward to bringing support, both person-power and financial backing to this charitable organization, this project, and those who will benefit from this initiative.

Signed:

\_\_\_\_\_

Archon

\_\_\_\_\_

Vice Archon

\_\_\_\_\_

Bursar

Send this signed form and chapter minutes to [foundation@phisigmasigma.org](mailto:foundation@phisigmasigma.org)