

# GUIDANCE NOTES FOR A GRANT APPLICATION

Who might be eligible for a grant?

What must be the charitable purpose of the grant?

What activities or projects might be supported?

What activities or projects might NOT be supported?

How is a grant awarded?

What conditions will apply to the award of a grant?

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## Who might be eligible for a grant?

- in Canada: not-for-profit groups and charitable organizations or projects directly managed by SEARIC
  - in India: registered charities recognized in the Canadian *Income Tax Act* as qualified donees or projects directly managed and monitored by SEARIC
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## What must be the charitable purpose of the grant?

- relieving child poverty in Canada or India
  - advancing the education of impoverished children in Canada or India
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## What activities or projects might be supported?

- provision of basic food, clothing, books, supplies and school equipment
  - provision of funds towards essential transport, medical care and extra-curricular activities such as summer outdoor camps
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## What activities or projects might NOT be supported?

- purchase of non-essential food, luxury goods such as designer clothing, cinema, concert, and theatre tickets, etc. equipment such as I-pods, cell phones, and non-prescriptive drugs

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## How is a grant awarded?

- initial application for a grant will usually be made in writing by completing a form
- each application will be considered on its merits by the SEARIC Board of Directors
- a successful application will be subject to a number of conditions

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## What conditions will apply to the award of a grant?

Between the Grantor (SEARIC) and the Grantee(s) there will be a signed written agreement specifying, amongst other things,

- names and addresses of all parties to the agreement
- duration of the agreement
- specific activities for which the grant has been approved and awarded
- frequency and detail required of written reports on the progress of the activities
- payment by instalments subject to satisfactory progress reports

In most cases the Grantee(s) will be required to

- maintain adequate records and make them available to SEARIC upon request.
- allow a SEARIC officer to inspect and verify progress of the funded activity or project at first hand or by photographic evidence

