



BREAKFAST
CLUBS
OF CANADA

BREAKFAST PROGRAM GRANT APPLICATION FORM

Breakfast Clubs of Canada is a national organization dedicated to supporting community-based breakfast programs for schoolchildren. We raise funds for programs and help to sustain them by providing appliances, food donations and management tools. Breakfast Clubs of Canada assesses grant requests from registered not-for-profit organizations that provide breakfast to schoolchildren living in underprivileged areas.

Who can apply for funding - please read Appendix A

SECTION 1 : General information

Name of program and/or school _____

Name and title of person submitting the application _____

Type of school (elementary, high school, alternative, other) _____

Address _____

City/Province _____ Postal code _____

Telephone _____ Fax _____

Email _____

Location (City district and School Board) : _____

Socio-economic status (describe the demographic characteristics of the school population: % of ethnic groups, % of First Nations children, income levels...) _____

Income Tax Charitable Organization Registration Number _____

SECTION 2 : Program information

Provide the number of schools your program serves _____

Describe the partnership agreements with schools that your program serves

Detail the frequency of breakfasts served (e.g. 3 times/week) _____

Describe the history of the program _____

List officers and directors in your organization

Provide the number of children who attend your program every morning _____

Provide the number of children registered in your program _____

Provide the total number of children in the school _____

Provide the age range of the children in your school _____

Provide the number of meals your program serves annually _____

Provide the start date and end date of program _____

SECTION 3 : Program operation

Provide the number of salaried employees involved in your program _____

Provide the number of volunteers involved in the program _____

Describe specific training for volunteers (e.g. first aid course) _____

Describe how volunteers are screened _____

Describe how you recruit children _____

Provide the approximate number of children that your program could serve with the appropriate resources/funding _____

Describe the official registration form parents must complete to enrol their children in the program (e.g. information about food allergies; parental consent for use of photography for media and publication purposes; agreement for their children to participate in the program) _____

Describe how the program demonstrates the importance of children's self-esteem

Describe any constraints that prevent you from receiving in-kind food donations from BCC partners

Describe how you raise funds for your program _____

Describe how your program operates:

Volunteers

Committees

Employees

Parental contribution

Yes (amount/child) _____

No (other means) _____

SECTION 4 : Financial information

Outline your program's total annual operating budget (school year)

Program budget

IMPORTANT : Please ensure that all amounts given are in Canadian dollars.

Programs' income summary

Federal subsidy	\$ _____
Provincial subsidy	\$ _____
Municipal subsidy	\$ _____
Fundraising	\$ _____
School	\$ _____
Corporate donations	\$ _____
Goods & services donations	\$ _____
Parental contribution	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
_____	\$ _____

Programs' expenses summary

Equipment (refrigerator, toaster, etc.)	\$ _____
Food	\$ _____
Material (forks, hairnets, gloves, etc.)	\$ _____
Administration fees	\$ _____
Human resources	\$ _____
Facilities (physical set-up)	\$ _____
Other (describe)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ _____

TOTAL \$ _____

Please indicate total cost per child : _____

SECTION 5 : Request for funding

Outline the budget requirement of your proposal and indicate the specific financial donation you are requesting from Breakfast Clubs of Canada _____

Explain how you will use these funds _____

Estimate how long you will require support from Breakfast Clubs of Canada _____

Provide the names of other organizations to which you have submitted a grant application for your breakfast program and the amount you have requested (e.g. Breakfast for Learning)

Explain how you learned about Breakfast Clubs of Canada _____

Please join the following documents with your application form:

- Letter of introduction on your organization's letterhead stationery
- Budget for the current fiscal year
- Most recent audited financial statements
- Internal control and administration rules and regulations
- Copy of your daily menu
- Copy of your partnership agreement with the school(s).

Notes:

- A) The applicant hereby authorizes BCC to make such inquiries as BCC deems necessary as to the merits of the proposal, and particularly as to whether the program falls within the guidelines established by BCC.
- B) If a donation is granted, BCC is entitled to verify that the funds are spent in accordance with the approved application, and the applicant shall provide BCC with a full project report without delay, if requested by BCC.
- C) In the event that a BCC-funded project does not take place, the applicant shall refund the full amount of the grant to BCC.
- D) In accepting a grant, an organization agrees to acknowledge BCC's assistance in its general publicity, and in specific publicity about the project for which the grant was provided.

Authorization

Name of authorized applicant: _____

Signature _____

Title: _____

Date of Application: _____

Completed requests should be submitted to :

Breakfast Clubs of Canada
151 de Mortagne Blvd. Suite A
Boucherville, QC J4B 6G4

APPENDIX A

WHO CAN APPLY

Anyone currently operating a breakfast program meeting the criteria below can send a request to Breakfast Clubs of Canada.

ADMISSIBILITY CRITERIA

We fund programs that meet the following criteria:

Required

- Feed children living in underprivileged areas
- Focus on school-aged children (primarily elementary school)
- Meet requirements of a healthy meal as recommended by the Canadian Food Guide (2006 reviewed version)
- Located outside the province of Quebec
- Access to the program for all children attending the school

Desirable

- Manage programs operating 5 days per week
- Operate in a school environment
- Receive parental contributions (\$0,30 per meal, elementary school)
- Foster an environment that encourages self-esteem and respect

TO APPLY

You must complete the [grant application form \(PDF\)](#) and submit the completed document with all other required documents (see Section 5) to Breakfast Clubs of Canada.

APPLICATION DEADLINES

You may submit your grant request anytime.