

THIS IS ONLY AN EXAMPLE. ALL GRANT REQUESTS MUST BE SUBMITTED ON THE WEBSITE.

Process

- ✓ Each Grant Request is reviewed to validate its eligibility, starting with **geography** (Québec and Atlantic provinces).
- ✓ There is no specific deadline for Grant Applications. The review, research and decision-making process **may take up to 12 months**.
- ✓ If the Grant meets the initial criteria, a member of the staff will reach out by email or by phone to set up a meeting, by phone or in person, and proceed to the next step.
- ✓ The assessment and final decision rests with the Board who meets quarterly. Once a decision is rendered, we will communicate directly with your organization. No additional follow-up is necessary.

Granting Exclusions

The Hewitt Foundation donates strictly and solely to registered Canadian charities, as defined by the Canadian Revenue Agency and the Canadian Income Tax Act.

Considering the very large number of appeals which we receive from many worthy causes, we are obliged to be highly selective. In order to help those causes which we do support, we must say no to many projects and organizations which may be just as worthy.

We have a policy of not donating to the following:

- ✓ Non-qualified donees (individuals or not-for-profit organizations, i.e. a registered charity number is required)
- ✓ Political movements or partisan political activities
- ✓ Film, video or documentary projects
- ✓ Religious causes, projects, or activities
- ✓ Individual research projects or consortium of organizations
- ✓ Events such as galas, walks/runs, golf tournaments, festivals, sports teams, etc.
- ✓ Emergency relief for operating deficits
- ✓ Retroactive funding for activities or projects that have already taken place

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Hewitt Foundation Grant Request		Date:
Name of Organization:		Address:
Name of Contact Person:		
Name of Executive Director		
Description of Organization:	<i>Describe your organization: Vision, Mission, etc...</i>	
Registration Number:	<i>The Hewitt Foundation is required to donate strictly and solely to registered Canadian charities, as defined by the Canadian Revenue Agency and the Canadian Income Tax Act.</i>	
What is your overall annual operation's budget for your organization?	<i>Include operational budget when uploading documents.</i>	
What is the budget for this project?	<i>Refers to the total amount of the fundraising campaign or project or operational expenses for the request.</i>	
How much are you requesting?	<i>Refers to the total amount (\$) being requested from the Hewitt Foundation.</i>	
Please describe your project.	<i>Describe the purpose of the request.</i>	
Please explain the intended goals and objectives of the project.	<i>Describe the intended objectives of the request. Explain what the expected results of the project or campaign are with the financial support.</i>	
Tell us about your programs. Who are you collaborating with? Are there any other similar services offered in your area? Are you complimentary or different from them?	<i>List organizations who offer the same kind of services as you do. How does your organizations collaborate with the community sector?</i>	
What will be your other sources of funding for this project?	<i>List the different funders: government grants, private foundations, ...</i>	
Please add any other information that may be valuable in our review of your request.	<i>We did not cover a specific aspect of your organization. Tell us about it in this section.</i>	
Documents to upload with your request	<i>Please upload the following files:</i> <ul style="list-style-type: none"> - Project Budget and/or Operational Budget - Annual Report - Latest Financial Statements - List of Board Members including expertise 	

*Please note that it may take up to 12 months to evaluate and process a request but rest assured that all requests are evaluated.