



The goal of Operation Round Up is to accumulate and disburse funds for one-time or limited time initiatives benefiting children, youth and seniors within EQUS’ Service Area.

Information requested in the following application is to help the Operation Round Up Committee clearly understand the need and benefit of potential funding. It is also to help the Committee understand the applicant’s financial situation and challenges in receiving other funding.

The role of the Committee is to make the best use of the funds entrusted to Operation Round Up by EQUS members and to support projects and programs that best meet the guidelines and goals of Operation Round Up.

**Application Guidelines:**

All information requested is mandatory for an application to be considered for funding.

- Applications must be received prior to the published deadline of the current funding cycle.
- A single contact person must be identified in the event there are questions or clarification of information is required.
- In order to ensure the Committee fully understands the project goals and deliverables please include as much detail as possible. Supporting information can be included with the application.
- Please limit the application to a maximum of seven pages (including all supporting material).
- Completed applications and supporting documents must be submitted either by email to [oru@equs.ca](mailto:oru@equs.ca) or by mail marked CONFIDENTIAL to:  
 EQUS – Operation Round Up  
 Box 6199, 5803 - 42 Street  
 Innisfail, Alberta T4G 1S8
- For questions regarding the application or process, please contact [oru@equs.ca](mailto:oru@equs.ca)

**Application Information:**

<b>Date:</b>	<b>Total Funds Requested:</b> (up to \$5000)
<b>Organization Contact:</b>	<b>Project Title:</b>
<b>Organization Name:</b> (if successful, this is how the cheque will be made payable; if name for cheque is different, please provide details)	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	



**Provide a brief summary of your organization’s services and background including the primary demographic and geographic location served to help us better understand your organization:**

**Describe the location and nature of the project/program. Ensure to demonstrate the need for the project/program, the long-term impact on the community:**

**How will EQUUS Members benefit from the project/program and how many members are expected to be impacted:**

**Describe ways in which EQUUS’ contribution would be acknowledged:**



**Outline how the project/program will be implemented (include resources required, timeline, activities to be undertaken, etc.).**

**Provide the project/program budget details:**

**Have you applied for other sources of funding or will the Operation Round Up contribution be used to leverage other funds? Provide a complete explanation:**

**Has any portion of the project been started? If so, outline progress to date and what remains:**

**What is the anticipated date of completion for the project/program and when are the requested funds needed:** (Note: Projects should be completed within one year from the allocation of funds, but the Committee will consider special circumstances with appropriate documentation)



**How will you measure the short and long-term success of the project?** (Note: a nominal portion of the approved funding may be withheld until the completed final project report is received.)

**Please provide any additional comments or information that is relevant to the funding application:**

The Applicant and the Operation Round Up Committee acknowledge that the information contained in this application is for the purpose of obtaining funds from the program and will be kept confidential.

The undersigned, representing the applicant, recognizes the information provided herein will be used to determine applicable funding, if any. The undersigned further represents and warrants that the information provided is true and complete and authorizes the Operation Round Up Committee and/or EQUUS to make any inquiries deemed necessary to confirm the accuracy of the information.

I, the undersigned, understand and confirm that if the application is approved, that all funds will be used for the sole purpose as stated in the application. Furthermore, if successful, I agree to complete and return a final progress report on the project/initiative within one year of receipt of the funding. I further acknowledge that the receipt of funding authorizes the Committee to use and/or publish general information regarding the project in its communication to the EQUUS membership and understand that the funding allocations are reported annually to the Board of Directors and the members. (Note: in the event disclosure of general information cannot be authorized, the applicant must communicate that immediately.)

**Organization Name:**

**Authorized Representative Signature:**