

**CARLETON UNIVERSITY STUDENTS'**  
**CHARITY BALL 2010**

**CHARITY APPLICATION PACKAGE**

**DUE: FRIDAY OCTOBER 30, 2009 @ 3:00 P.M.**

**Carleton University Students' Charity Ball 2010**

Dear Applicant,

On behalf of the Carleton University Students' Charity Ball Committee, I would like to take this opportunity to thank you for your interest in Charity Ball 2010

The 23<sup>rd</sup> Annual Charity Ball will be held at Lansdowne Park. It will commence at 8 pm. With an estimated 1500 guests to be in attendance, Carleton University expects this year's ball to be another amazing event!

Enclosed you will find a set of guidelines for you application to work in partnership with the Carleton University Students' Charity Ball. Each year two charities are selected; one which is of an environmental mandate and the other which is of a humanitarian mandate. On average, Charity Ball donates \$10,000.00 to two local Ottawa Charities and has donated in excess of \$240,000.00 to date.

Should you have any questions or comments while filling out your application package, please do not hesitate to contact me.

On behalf of the student body of Carleton University and the Charity Ball committee, I would like to thank all charities for their application.

Sincerely,  
Elisia MacMaster  
President & Committee Chairwoman  
Carleton University Students' Charity Ball 2010

## **APPLICATION GUIDE**

- All Applications must be received by the Committee no later than:

**Friday, October 30th , 2009 at 3:00 p.m.**

- Applying Charities must be based in and serve the Greater Ottawa Community
- Charities may not apply if they are recipients of Provincial or Federal Government funding or grants. (*Exceptions may be made to those who receive less than 30% of their total funding from government*)
- Charity Ball selects one charity of a Humanitarian category and one of an Environmental category. The Charity that is applying must apply for one or the other and must stipulate which category it is applying for.
- A Charity which has received funds from the Carleton University Students' Charity Ball within the last seven (7) years may not apply for partnership as per the committees constitution
- Each applicant must complete and submit the questions enclosed on page 5 of this package.
- Each applicant must include in their package a copy of their operating budget for the 2009-2010 year as well as a copy of their 2008-2009 operating budget
- Each applicant must include all policies and guidelines governing their organization
- Each applicant must include a complete list of corporate donors and government donations made within the last four years
- Applicant must ensure that the following information is included in the application package
  - Full name of the charity – as is shown on the charity's registration with the City of Ottawa
  - Full name, contact information and title of the person submitting the application for the charity
  - The full name and contact information of the Charity's Executive Director (or equivalent)
  - A full list of the Board of Directors and or Trustees of the Organization (if applicable)

Completed applications and supporting documents should be sent to:

***Carleton University Students Charity Ball 2010***  
*(ATTN: Elisia MacMaster, President & Chairwoman)*  
C/o Carleton University Students Association  
401 Unicentre Building  
Carleton University  
1125 Colonel By Drive  
Ottawa, Ontario K1S 5B7

\*No faxed or emailed applications will be accepted

- If applicants have any questions, please direct them to Elisia MacMaster by email at [charityball@carleton.ca](mailto:charityball@carleton.ca)

*The Charity Ball committee will make its charity selections by Monday, November 9<sup>th</sup> 2009 and will inform all applicants of its decision by Friday, November 13<sup>th</sup>.*

*The Committee would like to thank all Charities for their applications and wish them the best for the 2009-2010 year!*

## **GENERAL APPLICATION QUESTIONS**

*(To be completed fully by all charities applying for funding)*

1. When did you begin operating? What is your purpose(s) and whom do you serve?
2. How many staff do you employ full and part-time?
3. How many volunteers do you use and what do they do?
4. Who else in the community is doing something similar? How have you co-ordinated with them? How is your program different?
5. What value does your program/project hold for the group you serve?
6. How many individuals will benefit directly and indirectly from a funding contribution?
7. Where does the majority of your funding come from, and how will your program be sustained in the future?
8. Please list some of the other organizations you have applied for grants from in the past two years.
9. How would a funding donation from Charity Ball be used?
10. What percentage of your annual budget is used for administrative costs and what portion of a donation would be used for administrative costs?
11. Should members of our committee or students at the University be interesting in volunteering with you organization would this be possible? What would be the procedure for volunteering?
12. How did you find out about Charity Ball?