



RBC
After School
Project

The RBC After School Project

2013 Grant Application



About RBC

RBC is one of Canada's largest corporate donors.

We contributed more than \$61 million to charitable organizations in hundreds of communities worldwide in 2012.

We were named one of Canada's 50 Most Socially Responsible Corporations and one of the top 100 sustainable companies in the world in 2012.

About the RBC After School Project

Since 1999, RBC After School grant recipients have provided more than 29,000 children and youth across Canada with a range of structured, supervised activities that provide safe environments and encourage social skills, academic achievement and self-esteem after school ends for the day. To date over \$27 million has been given through 951 grants to 248 different organizations.

The RBC After School Project provides support up to \$40,000 through RBC Foundation to selected organizations that deliver after school programs across Canada. Funding is intended for the program delivery, management, administration and evaluation of a structured after school program. A second year of funding is granted, provided the organization successfully implements the proposed after school program and continues to meet RBC's After School Project criteria.

RBC After School grant recipients must submit semi-annual evaluation reports. Information requested in the reports will include rates of participation, overview of the activities and learning experiences delivered to participants, budgetary expenditures, overview of community involvement / outreach, outcome indicators related to academic, social, and recreational skill development, and subjective information about the benefits of the program.



One of RBC's core values is respect for diversity and inclusion. All programs supported by the RBC After School Project must respect cultural and other differences.

Programs that discriminate or restrict access based on things like race, colour, religion or creed, gender, sexual orientation or disability among others, are not eligible for our grants.

Why After School Programs

Education is the foundation of Canada's economic well-being and the future lies with our children. Youth who stay in school have opportunities to grow, learn and prepare for their future. This is why helping kids stay in school is a key area of focus for RBC and its employees. The RBC After School Project is just one of the ways we hope to help encourage kids to stay in school.

RBC doesn't accept applications from:

- Individuals
- Political organizations or parties
- Organizations whose primary purpose is lobbying or political action
- Fraternal organizations, service clubs or third parties raising funds for charity
- Private or independent (fee-based) schools
- Post secondary institutions or hospitals that have received capital funding from RBC in the last 10 years

We do not fund:

- Programs that have religious or sectarian elements or outcomes

What type of after school program is RBC looking for?

You may apply for a grant if your after school program:

1. Reinforces basic social skills, such as cooperation, team-building and conflict resolution to help youth begin to develop workplace competencies,
2. Improves academic achievement of students,
3. Increases students' self-esteem through skill development activities,
4. Provides a safe environment,
5. Encourages / develops links and partnerships between school, home and community,
6. Is financially accessible and has no participation fee, or a very low participation fee,
7. Is designed to assist children and youth between the ages of 6 and 18 in at risk or underserved communities.

Eligibility Criteria

1. Applicants must be a registered charity with Canada Revenue Agency (CRA) or a CRA qualified donee operating in Canada.
2. After school programs must operate 5 days per week, Monday through Friday inclusive.
3. The same group of participants will attend the program Monday through Friday throughout the school year.
4. Programming must be provided in the after school hours from the close of the regular school day until at least 5:00 pm.*
5. Organizations may deliver programs in multiple locations, however, RBC's funding must be directed to only one program location.
6. After school programs must begin no later than October 1.

* RBC After School grants may not be used to fund morning, lunch, evening or weekend programming.

Our right to publicize

RBC has the right to publicize any grants it awards under the RBC After School Project. This may include, but is not limited to, making public the name of the organization and details of the program in news releases or publications, on our website or in interviews we grant to the media.

How recipients are selected

Eligible applications are judged competitively by regional selection panels composed of experts in the areas of youth and education. Selection panels will meet throughout Canada in **April/May** to select new RBC After School grant recipients. All applicants will be notified of the outcome of their application by June.

Questions or Concerns

Visit: www.rbc.com/afterschool for more information including a list of frequently asked questions.

If you still have questions, contact us. Because of the volume of applications submitted, it is not possible to contact applicants for additional information or clarification after submission. Contact Sandra Stewart at 416-974-6717 or sandra.stewart@rbc.com



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How to Apply

Use this application to apply for an RBC After School grant.

Applications must be completed electronically in the format provided, printed, and **submitted in hard copy by mail**. Because of the volume of applications, we cannot accept applications by fax or e-mail.

Your application package must include:

- A complete, dated and signed hard copy of pages 5 to 21 of this application
- A copy of the applicant organization's most recent audited financial statements
- A list of the applicant organization's current board of directors
- Two letters of support

Additional information or attachments will be removed from the application package and will not be considered. We must receive your complete application package, in hard copy, by March 15, 2013.

Application Deadline

March 15, 2013 (5 pm)

Please mail your completed application package to:

Atlantic Region

**New Brunswick,
Newfoundland & Labrador,
Nova Scotia & Prince
Edward Island**

Lori Smith
RBC
Corporate Donations
5161 George Street, 13th Floor
Halifax, Nova Scotia B3J 1M7

GTA Ontario

Gayle Corcoran
RBC
Corporate Donations
20 King Street West, 11th Floor
Toronto, Ontario M5H 1C4

Ontario South West

Michael Volpatti
RBC
Corporate Donations
20 King Street West, 11th Floor
Toronto, Ontario M5H 1C4

Ontario North East

Sue-Ellen Holst
RBC
Corporate Donations
90 Sparks St - 3rd Floor
Ottawa, Ontario K1P 5T6

Alberta, Northwest Territories, Nunavut, & Yukon

Pamela Hollinger
RBC
Corporate Donations
335-8th Avenue SW, 24th Floor
Calgary, Alberta T2P 1C9

British Columbia

Jennifer Cabeldu
RBC
Corporate Donations
1055 West Georgia Street, 35th Floor
Vancouver, British Columbia V6E 3S5

Quebec

Estelle Lapointe
RBC
Corporate Donations
1 Place Ville Marie,
8^e étage, aile Sud
Montréal, Québec H3C 3A9

Saskatchewan, Manitoba & NW Ontario

Carey Moss
RBC
Corporate Donations
2010 11th Avenue, 5th Floor
Regina, Saskatchewan S4P 0J3

We'll e-mail you to confirm we've successfully received your application.

We'll contact you again by June 3 to let you know the outcome of your application.



We and you

Throughout this document, we, us and our mean RBC and RBC Foundation and you and your mean organizations applying for a grant.

Kind of After School grant

- A grant to start up a new after school program – You should select this if your organization is planning to use this grant to deliver a program in a location where you do not currently deliver an after school program.
- A grant to support an existing after school program – You should select this if your organization plans to use the grant to enhance, enrich, or expand an existing after school program in its current location.

Applicants must be a registered charity with Canada Revenue Agency (CRA) or a CRA qualified donee operating in Canada.

A. Getting Started

Before we begin, please tell us about the after school program you're applying for and the amount of the grant you're requesting.

1. Select the kind of after school grant you are applying for:

- A grant to start up a new after school program
- A grant to support an existing after school program

2. Amount you're requesting: \$ _____ Cdn

You may request a grant between \$25,000 and \$40,000.

B. Getting to know your organization

1. Provide your contact information:

Organization name (*Official name of your registered charity*)

CRA Charity Registration Number of your organization

Organization Mailing Address:

Street

City

Province

Postal Code

After School Program Name (*if different than organization name*)

After School Program Address (*if different than above*):

Street

City

Province

Postal Code

Grant Application Contact Person:

Name

Title

Telephone

Email

After School Program Manager Contact (*if different than above*):

Name

Title

Telephone

Email

2. Number of employees

Full-time: _____ Part-time: _____

3. Number of volunteers: _____ How many are RBC employees? _____

4. When was your organization established? Month _____ Year _____

5. What is your mission or mandate? (Max 150 words)

6. Tell us the programs and services you provide to your community. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> After School Programs | <input type="checkbox"/> Services for people with disabilities |
| <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Non secular / faith-based programs |
| <input type="checkbox"/> Emergency and crisis services | <input type="checkbox"/> Child and family services |
| <input type="checkbox"/> Counseling Services | <input type="checkbox"/> Health care services |
| <input type="checkbox"/> Food bank | <input type="checkbox"/> Mental health services |
| <input type="checkbox"/> Seniors services | <input type="checkbox"/> Education |
| <input type="checkbox"/> Recreational facility / community centre | <input type="checkbox"/> Settlement and newcomer services |
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Employment services |
| <input type="checkbox"/> Other (specify) | |

7. Do your most recent audited financial statements show a deficit position?

- No
- Yes – please describe your recovery plan (Max 250 words)

8. Does your organization have liability insurance?

- No
- Yes How much? \$ _____

Please attach a complete copy of your most recent audited financial statements.

C. Tell us about your after school program

1. What key problems will your after school program help solve in your community? (Max 250 words)

2. Who will your after school program help? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Urban youth | <input type="checkbox"/> Disadvantaged youth |
| <input type="checkbox"/> Rural youth | <input type="checkbox"/> Immigrant youth |
| <input type="checkbox"/> Aboriginal youth | <input type="checkbox"/> English as a second language students |
| <input type="checkbox"/> Other | |

3. How many will participate and when?

Total number of program participants: _____

Provide times and numbers

	Monday	Tuesday	Wednesday	Thursday	Friday
Program Start Time					
Program End Time					
# of participants/day					
# program leaders/day					
# volunteers/day					
Age range of participants					

4. Number of individual program participants expected to participate at least four days of the week: _____ (#) (example: 40 of the 50 registered participants.)

5. On what basis will participants attend the after school program?

- Drop in Registration

6. Will participant attendance be tracked daily?

- Yes No

7. Where will the program be delivered?

- Organization's own facility
- Local school
- Other:
- Community centre

8. What facilities will you use to deliver the program? (Tick all that apply)

- Gym
- Playground
- Sports field
- Kitchen
- Other:
- Computers
- Public library
- Classroom

9. Which local schools will participants attend, and how will they travel and be supervised, to and from the program?

School Name	Distance from after school program location (approx # km)	Describe travel & supervision from school to the program	Describe travel & supervision from the program to home

10. Will participants be charged a fee to participate in the program?

- No - proceed to question 16 Yes

Fee per child per month to participate in the program: \$_____

Explain the purpose for this fee.

11. Do you have a policy in place that no child will be turned away if unable to pay the stated fee?

- Yes No

12. Are subsidies available for participants who are unable to pay your fee?

- No - proceed to question 16 Yes

13. What types of subsidies are available to help families pay your fee? (Tick all that apply)

- Local government Organization's own subsidy program
 Provincial government Informal pay what you can policy
 Other:

14. What percentage of the participants do you expect will access fee subsidies? _____%

15. Average amount of the subsidy per participant who applies: \$_____/per month

16. Tell us about the after school program curriculum.

Activity	How often will the activity be offered? (daily, weekly, 2 times per week, monthly, etc)	Activity Description (who, what, how, where)
Homework / Tutoring		
Literacy Instruction		
Skill-Based Athletic Instruction		

Activity	How often will the activity be offered? <i>(daily, weekly, 2 times per week, monthly, etc)</i>	Activity Description <i>(who, what, how, where)</i>
Art Instruction		
Cultural activities		
Leadership training		
Mentoring activities		
Music Instruction		
Nutrition <i>(Snack / Instruction)</i>		
Computer Instruction		

Activity	How often will the activity be offered? <i>(daily, weekly, 2 times per week, monthly, etc)</i>	Activity Description <i>(who, what, how, where)</i>
Hands-on Math / Science		
Supervised Recreational Play		
Service-Learning / Volunteering		
High School transition preparation		
Other <i>(please specify):</i>		
Other <i>(please specify):</i>		
Other <i>(please specify):</i>		

17. Tell us the key academic, social and recreational activities the program will provide to participants and describe how you will measure to determine achievement of desired outcomes?

Benefit	Activities that will deliver the benefit	Desired Outcome	How will you measure to determine achievement of desired outcomes?
Academic	1.		
	2.		
Social	1.		
	2.		
Health & Wellness	1.		
	2.		

18. How will RBC's grant be used to support your after school program? (Max 400 words)

19. What else do you think we should know about your after school program? (Max 400 words)

D. Tell us about your after school program employees and volunteers.

1. Program Management

Tell us about the employees who work with the planning and delivery of the after school program

Name and/or title	Responsibilities	# months/years working for you

2. Tell us about the training your organization provides to employees and volunteers who work with the after school program participants:

	Employees	Volunteers		Employees	Volunteers
CPR training	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program development	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program evaluation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other – please specify					
1. _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On a daily basis, do you have an employee or volunteer at the after school program location with these skills or training?

	Employee	Volunteer		Employee	Volunteer
CPR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Do you conduct a criminal and background check on employees and volunteers?

Employees Yes No

Volunteers Yes No

5. Do you have these procedures and policies documented and implemented?

Employee Code of Conduct

Yes No

Health and Safety

Yes No

Child Drop-Off and Pick-up

Yes No

E. Community and stakeholder support

1. Tell us about your community and stakeholder support for your after school program

Community Stakeholder Group	How many involved?	How is the stakeholder involved <u>with the after school program</u> ?
Parents / Guardians		
Teachers		
Schools		
Local Social Services / Child Welfare Agencies <i>Please specify:</i>		

Community Stakeholder Group	How many involved?	How is the stakeholder involved with the after school program?
Other Local Non-Profit Agencies <i>Please specify:</i>		
Local Law Enforcement <i>Please specify:</i>		
Local Secondary and Post-Secondary Students		
Local RBC Employees and retired employees		

Community Stakeholder Group	How many involved?	How is the stakeholder involved with the after school program?
Local Businesses <i>Please specify:</i>		
Other <i>(please specify):</i>		

Remember if you have any questions, please contact Sandra Stewart at 416-974-6717 or sandra.stewart@rbc.com

2. Tell us about other after school programs in your community? (Max 300 words)

3. How will you promote your after school program in your community? (Max 150 words)

4. What is your action plan to ensure the future sustainability of this program beyond RBC's grant? (Max 300 words)

F. About your after school program financials

We need to know details about your budget for the after school program you're requesting money for.

1. What are your sources of cash funding for the September to June after school program?

Funding Source	Confirmed Funding Amount	Unconfirmed Funding Amount
Requested RBC After School grant		\$ _____
Internal <i>(allocated to the After-School Program by your organization)</i>	\$ _____	\$ _____
Government Grants <i>(please specify)</i> 1. _____ 2. _____ 3. _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Donations <i>(please specify)</i> 1. _____ 2. _____ 3. _____ 4. _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
Local Businesses <i>(please specify)</i> 1. _____ 2. _____ 3. _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Fundraising Events <i>(please specify)</i> 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____
Program and registration fees	\$ _____	\$ _____
Government subsidies	\$ _____	\$ _____
Other <i>(please specify)</i> 1. _____ 2. _____ 3. _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Subtotal Confirmed & Unconfirmed funding	\$ _____	\$ _____
Total of all <u>cash</u> funding sources	\$ _____	

2. What are your program's cash expenses for the September to June after school program?

Expenses	Amount \$
Staff Salaries	\$ _____
Training	\$ _____
Nutrition / Food	\$ _____
Equipment / Furniture	\$ _____
Program Supplies	\$ _____
Facilities (Rent / Utilities / Maintenance)	\$ _____
Transportation	\$ _____
One time start-up costs	\$ _____
Other (please specify):	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
Total Cash Expenses	\$ _____

3. Tell us about any in-kind good or services your program receives:

Good or service	Donor

G. Please sign here

Applications must be completed electronically in the format provided, printed and **submitted in hard copy by mail**.

We will not accept applications by fax or e-mail.

Your application package must include:

- A complete, dated and signed hard copy of pages 5 to 21 of this application
- A copy of the applicant organization's most recent audited financial statements
- A list of the applicant organization's current board of directors
- Two letters of support

Additional information or attachments will be removed from the application package and will not be considered.

By signing this application, you confirm that the information provided is complete and accurate to the best of your knowledge.

Please confirm:

- Your organization is the applicant of record for this grant application

Executive Director

Name _____

Signature _____ Date _____

Phone: _____

Email: _____

Program Manager

Name _____

Signature _____ Date _____

Phone: _____

Email: _____

Application Deadline March 15, 2013 (5 pm)

Please mail your completed application package to:

Atlantic Region
**New Brunswick,
Newfoundland & Labrador,
Nova Scotia & Prince
Edward Island**
Lori Smith
RBC
Corporate Donations
5161 George Street, 13th Floor
Halifax, Nova Scotia B3J 1M7

GTA Ontario
Gayle Corcoran
RBC
Corporate Donations
20 King Street West, 11th Floor
Toronto, Ontario M5H 1C4

Ontario South West
Michael Volpatti
RBC
Corporate Donations
20 King Street West, 11th Floor
Toronto, Ontario M5H 1C4

Ontario North East
Sue-Ellen Holst
RBC
Corporate Donations
90 Sparks St - 3rd Floor
Ottawa, Ontario K1P 5T6

**Alberta, Northwest Territories,
Nunavut, & Yukon**
Pamela Hollinger
RBC
Corporate Donations
335-8th Avenue SW, 24th Floor
Calgary, Alberta T2P 1C9

British Columbia
Jennifer Cabeldu
RBC
Corporate Donations
1055 West Georgia Street,
35th Floor
Vancouver, British Columbia
V6E 3S5

Quebec
Estelle Lapointe
RBC
Corporate Donations
1 Place Ville Marie,
8^e étage, aile Sud
Montréal, Québec H3C 3A9

**Saskatchewan, Manitoba &
NW Ontario**
Carey Moss
RBC
Corporate Donations
2010 11th Avenue, 5th Floor
Regina, Saskatchewan S4P 0J3