# Basilian Human Development AssistanceApplication Form 2023

**INSTRUCTIONS:**

1. Applications for assistance from the Basilian Human Development Fund (BHDF) must be presented on the current year’s form and must be complete and ready for review. It must be completed in English. Significant relevant supplementary material may be submitted, which will be utilized at the discretion of the Committee.
2. Submit a copy of certificate proving your organization’s charity or non-profit status. For Canadian organizations this certificate must include your charitable registration number.
3. This application is to be received by April 1, 2023. No proposals will be accepted after this date.

## Section 1: General Information

1a. Name & address of organization submitting request:

1b. Project Title:

1c. Country in which this assistance will be given:

1d. Name of Basilian providing letter of endorsement for the application:

**Section 2: Contact Person**

Name:

Address:

Phone: Fax:

E-mail:

**Section 3: History**

3a. Is this a 1st time request for BHDF from this organization? YES NO

3b. Is this a new project? YES NO

3c. If your organization has previously received funds from the BHDF, indicate amounts for most recent years.

 $ Year

 $ Year

 $ Year

3d. If you received assistance in 2022 from the Basilian Human Development Fund, please provide a report on the current progress of the project. This is a summary report and not the final report which is to be submitted before May 30, 2023.

## Section 4: Project Information

4a. Amount of assistance requested from BHDF $

 *(in Canadian funds)*

4b. Total project cost $

 *(in Canadian funds)*

## Section 5: Project Overview

5a. What is the specific purpose for which this assistance is being sought? If there is an educational component of the project, please identify it and tell how it contributes to the promotion of justice and peace.

5b. Who are those being directly aided by this project? (Please be specific)

5c. Who are others affected by the project?

**Section 6: Criteria Fulfillment**

6a. How will the project change systems to make them promote justice and peace?

6b. How will the project empower those people who are poor and marginalized?

6c. How does this project benefit significantly large numbers of poor people?

6d. Other than our assistance, are Basilian houses, institutions or individuals actively involved in this project? How?

**Section 7: Intermediary Organization**

7a. Give a concise description of the organization that will administer the project, including a history of the organization, other programs under its auspices, current programs supported or administered by the organization, structure of the organization, etc.

7b. Has the senior director/executive of the organization or the manager of this specific project being proposed been in their position for less than a year? If so, please provide background of that person’s expertise in the organization and/or project.

7c. All changes to payee information on file must be received in the Toronto Office before June 1, 2023.

Name of Bank:

Branch Address:

Organization to which cheque is to be written (name and address):

For Canadian Organizations: Canadian Charitable Registration Number:

**\* Please be sure to attach a copy of certificate proving your organization’s charity or non-profit status. For Canadian organizations this certificate must include your charitable registration number.**

**Section 8. Budget Summary**

8a. **EXPENSES:** Itemize the principal cost elements and amount associated with each of these elements for this project:

8b. **INCOME:** Itemize the principal revenue sources and amount from each source for this project:

**Notes:**

1. Funds from the Basilian Human Development Fund are in Canadian dollars. For projects outside Canada, funds will be issued in U.S. dollars at the rate of exchange on the day which the cheque is issued.
2. The Canada Revenue Agency requires that all non-Canadian entities approved for assistance must sign an “Agency Agreement” from the Basilian Fathers, **in the format provided**, prior to the disbursement of the monies. Agency Agreements will be sent when awards have been approved.

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Signature Date

### PLEASE MAIL, FAX, OR EMAIL THIS APPLICATION IN ENGLISH, TO:

Fernanda, Administrative Assistant

Curial Office

Congregation of St. Basil (Basilian Fathers)

95 St. Joseph Street

Toronto, Ontario M5S 3C2 Canada
Fax: 416-920-3413 Email: fernanda@basilian.org

##### Note: The letter of endorsement from a member of the Basilian Fathers and a copy of certificate proving your organization’s charity or non-profit statusare to accompany this application.