**Application for Project Funding**

**Zoie Gardner Overseas Fund (ZGOF)**

**Unitarian Universalist Community of Victoria**

**From: [*your Charitable Organization name]***

**Instructions:** Please review the **Project Funding Criteria** prior t*o* starting on this application. Insert electronic links to documents, where possible. Save your application as a PDF file, naming it as [APPL – your org abbreviation – project country or project abbrev (if your org has more than one application)]. Upload your PDF application and attachments through the ZGOF upload portal at [www.victoriaunitarian.ca/zgof](http://www.victoriaunitarian.ca/zgof) . Email any questions to: zgof@victoriaunitarian.ca or communicate with your ZGOF Project Liaison.

**Application deadline: Sep 30, 2025** (funds anticipated to be disbursed by Dec 31, 2025)

1. **Proposed Project:** ***[insert a succinct project name]***
2. **Country** (in which the project is situated):
3. **Amount requested** (CAD): $
4. **Project start date**:
5. **Rationale**; briefly identify the need (for girls and young women) that the project is addressing:
6. **Project Description and Timeline** (specify what will be done; what the ZGOF funds will be used for, and what funds from other funding partners (where applicable) will be used for; include a timeline showing project start and end dates and any other milestones):
7. **Date ZGOF funds would be required**, and timing considerations (eg. specify the starting month of the school year, or other project factors):
8. **Project Budget:**

Provide the complete project budget, specifying components for which ZGOF funds would be used, and showing funds from any other project funders.

1. **Proposed Project Outcomes and Expected Impact**
2. **Overall goals and objectives**:
3. **Proposed project outcomes and expected impacts**:

(nb. Your response here will form the basis of project reporting to be done at project completion, comparing proposed outcomes to actual results. You may consider including here such items as # of girls involved, type of education received, opportunities available to program graduates (eg. jobs or higher education), overall empowerment, female health and reproductive care, female safety/security.)

**D. Project Delivery**

The proposed project must have a robust delivery mechanism, which may include partner organizations in Canada and/or in the host country.

1. **How will the project be undertaken in the host country?**
2. **Is your charitable Organization working with any partners/organizations in Canada and/or in the host country** (Yes or no):

If so:

* 1. Name and describe these partners/organizations:
	2. Which partner or organization is responsible for what?
	3. What are the relationships between your Organization and theirs?
	4. What risks do your partners/organizations face?
1. **What are the main project delivery challenges?**

**E. Your Charitable Organization – Administration and Financial**

 **1. Admin:**

* 1. Organization name:
	2. Provincial/ federal non-profit society registration:
	3. Canada Revenue Agency charitable registration number:
	4. Mailing address:
	5. Email:
	6. Phone:
	7. Executive Director or Principal(s):
	8. Contact person(s) – if different from above, name and email:
1. **Organization Purpose, Goals and Objectives**

 a. Organization purpose/ mission statement:

 b. Organization goals and objectives:

1. **Financial, evaluation, reporting and oversight**
	1. Provide PDF attachments (preferred) or electronic links to:
		1. two most recent annual financial statements (not CRA website links);
		2. current annual Organization budget;
		3. most recent annual report.
	2. Generally, ZGOF only provides one-year funding. In exceptional circumstances, we may consider multi-year projects (eg. tuition fees over a few years). If you are proposing a multi-year project, ZGOF would likely disburse the funds to you annually. If you are requesting ZGOF to disburse all the funds for a multi-year project in the first year, explain why this is needed and how your Organization will hold the funds securely for expenditures in future years. (Please note that ZGOF intends to have disbursed all its funds by 2030-32.)
	3. How long has your Organization been in existence, and what is the future outlook for the Organization (eg. ongoing need, funding outlook, reserve fund, succession-planning)?
	4. Describe the Organization’s evaluation and oversight mechanisms.
	5. Identify the primary risks involved in the future stability of the Organization and its ability to deliver services.
	6. Does your organization carry General Liability Insurance?
2. **Other**

Please add anything else you would like to tell us about your Organization, the proposed project, level of funding, timing, etc.

1. **Comments or questions**

***Save and submit …***

*Please save your application as a PDF file, named and submitted as outlined on page 1; you may append PDF attachments to this file (preferred), or submit them as separate files.*