



NAJC YOUNG LEADERS FUND

Application For Young Leaders Fund (YLF) Grant

Please complete this application form and submit it, along with accompanying attachments, to: jcyoungleaders@gmail.com with subject line: APPLICATION - NAJC Young Leaders Fund. The deadline for applications is **June 15th**.

| | | | |
|---------------------------------------------------------------|-------------------------------|---------------------------|--------|
| Project/Initiative title: _____ | | | |
| Applicant name: _____ | | Date: _____ DD/MM/YYYY | |
| Birth date: _____ DD/MM/YYYY | Canadian citizen or resident? | | Yes No |
| Application for (please check one): | Individual | Organisation | |
| I am a member of (JC Organisation): _____ | | | |
| Are you applying for funding through the NAJC Endowment Fund? | | Yes | No |
| Funds requested (Maximum \$2000): \$ _____ | | | |
| Have you received funding through the YLF in the past? | | Yes | No |
| Year(s) awarded: _____ | | Amount(s) received: _____ | |
| Summary report submitted to Young Leaders Committee (YLC): | | Yes | No |

Application Checklist

Your application must include the items listed below (incomplete applications will not be considered):

- 1. Application Form: Sections 1 through 4
- 2. Appendix A (Individual) or Appendix B (Organisation)
- 3. Appendix C: Detailed Budget

1. Contact Information

Name of primary contact: _____

Position or title (if applicable): _____

Mailing address: _____

Phone: _____ Email: _____

2. Description of Project or Initiative

(Limit of 1200 characters per response, in paragraph or bullet form)

Describe the proposed project or initiative:

Describe your goals for the project or initiative and how you propose to achieve them (include a detailed plan of action):

Describe the uniqueness and significance of this project or initiative, and how it will impact young people in the Japanese Canadian community:

3. Reference

A letter of acknowledgement signed by a Board designate of the local NAJC member organisation MUST accompany the application. The letter should be addressed to NAJC Young Leaders Committee. To find the closest NAJC member organisation, please visit <http://najc.ca/about-new/> (see *Member Organizations on the right side of the page for website and/or contact information*) or contact the NAJC National Office national@najc.ca for more information.

Name of reference: _____

NAJC chapter: _____

4. Declaration

i. For individual applicants

I hereby declare that the information contained in this application and its attachments is true, correct, and complete.

Name: _____ Date: _____
DD/MM/YYYY

Signature of applicant or parent/guardian: _____
(if applicant is under the age of 18)

ii. For organisations

We hereby declare that the information contained in this application and its attachments is true, correct, and complete. This application is made on behalf of the organisation named and with its full knowledge and consent.

1. Name: _____ Date: _____
DD/MM/YYYY

Position or title: _____

Signature of applicant or parent/guardian: _____
(if applicant is under the age of 18)

2. Name: _____ Date: _____
DD/MM/YYYY

Position or title: _____

Signature of applicant or parent/guardian: _____
(if applicant is under the age of 18)

Appendix A (For Individual Applicants)

(Limit of 1500 characters per response, in paragraph or bullet form)

1. Describe your personal stake in this project or initiative and, more broadly, your interest in engaging young Japanese Canadians:

2. Provide some background information about yourself, including any past or ongoing involvement in the Japanese Canadian community:

Appendix B (For Organisations)

Name of organisation: _____

Type of organisation: International National Regional Local

Founding date: _____
DD/MM/YYYY

Organisation is: Incorporated Registered as non-profit Other

Date of incorporation or registration (if applicable): _____
DD/MM/YYYY

Registered with Revenue Canada as a charitable organisation: Yes No

Key members/contact persons:

| Name | Title | Phone/Email |
|------|-------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |

List any connections to or affiliations with other organisations, if applicable:

Appendix B (continued):

(Limit of 1500 characters per response)

Describe the main purpose of your organisation:

Provide a brief history of the organisation, including major projects and past contributions to the Japanese Canadian community:

Appendix C: Detailed Budget (All Applicants)

Provide a detailed budget for the project or initiative, clearly indicating the proposed distribution of requested funds (to a maximum total of \$2000) and noting any other sources of funding (confirmed or anticipated). If necessary, you may supplement this form with additional budgetary details in a separate document attached to your application.

Funds **cannot** be used for salaries, fees, prizes or honoraria for applicants (including members of applicant organisations).

Note that projects and initiatives funded through the NAJC's National Endowment Fund are **not** eligible for concurrent funding through the YLF.

The YLC must be informed of any significant budgetary changes, including changes in other sources of funding, made after the application has been submitted. Any funds awarded by the YLF are conditional on their use as specified in this budget; if budgetary changes, including changes in other sources of funding, are made after funding has been awarded, the YLC reserves the right to revise the funding arrangement and/or recall any funds already disbursed.

Unspent or recalled funds, including funds left over in the event that the proposed project or initiative is cancelled, must be returned promptly to the NAJC, payable to: NAJC Young Leaders Fund.

A. Revenues:

| | |
|------------------------------------|--|
| 1. Amount requested from NAJC YLF: | |
| 2. Cash contribution: | |
| 3. Non-cash contribution: | |
| 4. Earned income: | |
| 5. Other grants/subsidies: | |
| 6. Other revenues: | |
| Total revenues: | |

B. Expenses:

| | |
|----------------------------------------|-----------|
| 1. Salaries: | |
| 2. Fees: | |
| 3. Facility costs: | |
| 4. Consumable materials/equipment: | |
| 5. Non-consumable materials/equipment: | |
| 6. Travel and transportation: | |
| 7. Other costs: | |
| Total expenses: | \$ |

| | |
|---------------------------|-----------|
| Balance remaining: | \$ |
|---------------------------|-----------|

What provision will be made to complete the project or initiative if funds contributed are less than the amount requested?
(Limit of 1500 characters, in paragraph or bullet form)