

# Donation application form

This form, which is valid for the 2009-10 period only, must be used to apply for a donation.

Applications sent by email or fax will not be considered.

Name of organization

  


Address

  
  
  


Application respondent

Name

Title

Tel.

Fax

Email

  


Website

  


Amount of requested donation

Scheduled date of the project

Reserved for use by the Epiderma Foundation

- |  |  |
|--|--|
| <input type="checkbox"/> Description of the organization | <input type="checkbox"/> Summary of the project          |
| <input type="checkbox"/> Budget                          | <input type="checkbox"/> Financial statements            |
| <input type="checkbox"/> Board of directors/management   | <input type="checkbox"/> Objectives and expected results |
| <input type="checkbox"/> Certificate of incorporation    | <input type="checkbox"/> Communications plan             |

## Attachment 1

### Description of the organization

A brief description of the organization, its field of endeavor, main achievements (maximum of 1 page).

## Attachment 2

### Board/management members

A list of current board (or management) members. Please indicate the title and occupation of each member.

## Attachment 3

### Summary of the project

A summary of the project, including a brief description, mission of the project, scheduled date of completion (maximum of 1 page).

## Attachment 4

### Objectives and expected results

An explanation of the possible impact a contribution would have on the project and the objectives or results you are expecting from the project (maximum of 1 page).

## Attachment 5

### Budget

The project's budget, indicating a breakdown of expenses.

## Attachment 6

### Certificate of incorporation

A copy of the letter of patent or incorporation certificate as a non-profit organization.

## Attachment 7

### Financial statements

A copy of the latest audited financial statements, along with the following information:

a) Total of private-sector funding

Companies

Foundations

Individuals

b) Government subsidies

Federal

Provincial

Municipal

## Attachment 8

Project communications plan (if applicable)

## Deadlines

The applications will be assessed by the board of directors at a meeting scheduled for May 2010.

- All applications must be received or postmarked no later than February 15, 2010.
- Projects for which a donation is being requested must be done between June 1, 2010 and May 31, 2011.

Duly completed applications must be forwarded to

Epiderma Foundation  
 2700 Laurier Boulevard  
 PO Box 31084  
 Québec City, Québec G1V 2L8

Additional information may be obtained by visiting our website at [www.epidermafoundation.ca](http://www.epidermafoundation.ca) or by calling 418 780-2130.