

STREAM I: PROJECT FEASIBILITY STUDY

FEASIBILITY GRANT GUIDE

The foundation will provide grants in the \$5,000 to \$8000 range for project feasibility studies.

This stream provides a preliminary level of support meant to help charitable organizations scope out need and do some analysis around it to better understand the issues and potential solutions by:

1. Understanding the goal

1. Defining it;
2. Scanning the approach that others have taken with the same issues;
3. Exploring the potential sources and uses of resources (financing, fundraising).

2. Self reflection

1. Board Engagement (is the organization's board supportive of the project);
2. SWOT analysis;
3. What are the desired outcomes (financial and social) for the project;
4. Evaluation of the organization's capacity (strengths and weaknesses);
5. Understanding organizational culture and how the project fits within it;
6. Understanding the potential risks and the impact of failure.

3. Roles

1. **Grantee:** may use some of the grant to assist in financing internal costs associated with the study (backstopping ED etc);
2. **Consultant:** to assist with the process (however it is important that there is 'ownership' of the process by the grantee);
3. **CAIF:** Be available for consultation and feedback if requested by the grantee.

4. Deliverable

1. High level Plan;
2. Preliminary Pro forms;
3. Assessment as to whether or not to proceed to the next step;
4. Feedback to CAIF on the feasibility phase process.

GRANT APPLICATION PROCESS

The Canadian Alternative Investment Foundation (CAIF) operates with a two-stage application review process:

1. Letter of Inquiry (pre-proposal inquiry) and an;
2. Invited Applicant (full application process).

Pre-Proposal Inquiry The Letter of Inquiry cover page and all other forms are found on the Resources page. Do not fill out the full application unless invited to do so.



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GRANT APPLICATION PROCESS Continued

Applicants seeking a grant will submit a brief letter of inquiry (maximum of two pages). This pre-proposal inquiry letter should include:

1. A brief description of the funding needs related to financing your project;
2. A brief description of the social impact of your project;
3. The mission and/or vision of your organization;
4. A brief budget and time-line of activities;
5. It should also include the Letter of Inquiry cover page.

Potential applicants are strongly advised to contact the Foundation office prior to submitting a letter of inquiry.

FULL APPLICATION PROCESS

A Review Committee will evaluate the Letters of Inquiry for their coherence with CAIF objectives and criteria and then invite successful applicants to submit a full proposal.

Please note that the review process takes approximately six – eight weeks from the invited application deadline until board review and approval for all three granting streams.

