

Community Grants

General Guidelines

- Holman Enterprises, Inc. provides single-year financial support of \$10,000 USD or more, or multi-year commitments of \$15,000 USD or more, through its Community Grant program. Holman awards grants exclusively to charities that provide opportunities to low-income people in the places in which it is in business, specifically:
Holman grants help local, low-income communities access basic human needs – such as food, housing, education, and health care – and also help those communities realize their essential humanity through spiritual growth, emotional strength, artistic expression, and positive values.
- The benefits of the grant should be detailed, quantifiable and included as part of the grant narrative; charities may apply for full or partial funding of a particular pro-gram, capital campaign, or operating expenses. Grants are typically not made to create endowments.
- Only one grant can be awarded to a charity per calendar year. Our businesses now exist side by side with literally hundreds of schools. Accordingly, the number of charitable requests from schools has grown so rapidly that there are more than we can handle fairly and consistently. As a result, we will no longer award sponsorships to schools unless they have a direct connection to a Holman employee.

Eligibility Requirements

- Holman awards grants only to charities registered with the CRA.
- Holman **does not** award grants to any charity that discriminates on the basis of race, national or ethnic origin, religion, sexual orientation, family status, disability, or other characteristic protected by law.

Please Supply the Following Supporting Documents:

1. A grant narrative, of approximately three pages, that includes:
 - A brief background of your charity and a history of its programs
 - A detailed description of the program or capital campaign for which your charity seeks funding, including the objectives
 - A description of the need of the program, including the populations that will be served, and identification of any gaps in existing services or programs that would be met through funding this proposal
 - A list of localities (county, regional municipality, regional district, or regional county municipality) in your province whose residents are targeted by this program, including an estimated percentage of funding directed to each if there is more than one
 - A timetable of the program
 - A detailed budget for the program
 - The other funding sources of your charity that will support this program (please list the top five contributors)
 - A description of measurement tools you will use to determine the success of the program
2. Financial statements from most recent Form T3010 Registered Charity Information Return
3. A copy of your CRA Notice of Registration

Grant Review Process

- Please be sure you have included all requested information and supporting documents. **Incomplete applications cannot be considered for grant funding.**
- Applicants must submit the application form online. You will be able to upload your supporting documents with your application.

- If you have specific questions about the application or the application process in general, or are having any problems submitting the application form, please email the Holman Community Affairs team at community@holman.com.
- The Holman Grants Committee meets twice yearly – May and November – to consider grant application requests. **Application deadlines are October 31 for the fall review, and April 30 for the spring review.** A notification email is sent to all applicants no later than two weeks following the Grants Committee meeting.

Impact Grants

- In addition to its standard Community Grants, once annually Holman will make a select number of Impact Grants: \$300,000 USD commitments paid in \$100,000 USD increments over three years. This is an invitation-only process. Applicants will be asked to demonstrate how these gifts will be transformative for both their charities and the people whom they serve.
- The deadline for applying for Impact Grants is October 31. Applicants will be notified of award decisions in late November.
- The Impact Grant program uses the standard Community Grant application form. Except for its invitation-only process, it mirrors the Community Grant program in its focus (providing resources to low-income communities), and in the supporting documents required for each application.

Ensuring Your Application is Successfully Submitted

1. Before attempting to submit a completed application, we encourage you to save your work by clicking the box at the end of the form labeled “Save my progress and resume later”. You will be prompted to enter your email address; a specific link that enables you to re-access your application will be sent there. Next, click on “Save form and resume later”; the message “Your progress has been saved” will appear, along with the link sent to your email inbox. Copy this link for the next step. These steps automatically save to the database all work you have completed.
2. Paste the copied link to your browser, or click the link you receive in your email. This will return you to your application.

3. Be sure you have answered all required questions and uploaded all necessary documents; these are marked with red asterisks. You will be alerted if more information is needed, or if you need to adjust the format of your responses.
4. After you click on the “Continue” button on the bottom of the application, you will be taken to a page that states: “You have completed the Holman Community Grant application, but your form has not yet been submitted. Please click the ‘submit’ button below to review your responses.”
5. After clicking on this button, you will be taken to a page that allows you to inspect your answers to be sure they are what you intended. If they are, click on the “Submit” button at the bottom of that page.
6. You will be taken to a page that says: “Success! Your submission has been saved!” Unless you get this message, you have not successfully submitted your application.

