# Background

The mandate of the Community Development Committee (CDC) is to respond to the needs of the Japanese Canadian community. More specifically, the CDC provides direction to the National Executive Board (NEB) regarding needs evidenced by groups such as seniors, youth, and Ijusha. The CDC is also responsible for providing the NEB with a link to the Cultural Centers and arts groups.

The NAJC’s National Development Fund provides funding for CDC programming. At the 2014 Annual General Meeting, the membership approved a CDC budget for programming in the 2015-2016 fiscal year ending 31 March 2016.

Working towards its purpose of responding to community needs, the CDC has provided another opportunity to obtain funding towards one project to be initiated during the 2015-16 fiscal year. This year there are no requirements that need to be meet, other than it should address a need in your community. Please keep in mind that favourable consideration will be given to member organizations that outline the shortfall their community has and how this proposed project will address it. Only one project will be approved by the NAJC for each Full and Supporting Member Organization and that the proposal must be signed by the President/Chair of the organization making the application.

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| **NAJC Community Development Committee**  **Community Development Fund Program**  **Information for Applicants** |

# Purpose of the Community Development Fund Program

The Program aims to achieve the following:

To address capacity building of Member and Supporting Organizations with regard to leadership and board development, fundraising, strategic planning and volunteer recruitment;

To support participants in promoting their project / initiative;

To provide financial assistance in the form of grants to eligible Program participants;

To supply participants with a reference guide and resources for future initiatives;

To create and access CDC toolkits for Organizations in planning similar initiatives.

# Applicant Eligibility

To be eligible for Community Development Fund, the applicant must be an NAJC “Member Organization” or “Supporting Organization” in good standing.

If the Organization has previously participated in a program funded by the Community Development Fund all outstanding reports must be submitted to the NAJC, before approval for 2015-2016 funding will be granted.

# Program / Initiative Eligibility

To be eligible for Community Development Program funding, the program / initiative must focus on the local organization development that benefits its members and promotes the work of the NAJC.

# Application Forms

Provided that the application fulfills the eligibility requirements, the maximum grant that will be awarded to a Full Member Organization, is $3,000, and $1,000 for a Supporting Member Organization applicant. Please note that the maximum amount may not be awarded; however to aid applicants in planning their project a minimum of $1500 for Full and $500 for Supporting Members is assured. The grant is intended to be supplemental funding and it is not intended that this will be the sole funding source. 100% of the maximum funding for a project / initiative will not be provided.

Application must be completed on the form provided (or a photocopy/electronic copy) and must be forwarded to:

Community Development Committee

NAJC National Executive Office

180 McPhillips Street

Winnipeg, Manitoba, R3E 2J9

Tel: 204-943-2910

Email: national@najc.ca

Deadline for applications is **July 31, 2015**.

# Evaluation Process

The Community Development Committee (CDC) will review all applications.

A member of the CDC may contact a representative of an applicant to review or clarify the details of its application. All applications must be complete and self-contained.

# Program Participant Obligations

Successful Program applicants are required to carry out their program / initiative as proposed. When the project has been approved, 50% of the allocation will be given to the organization.

Upon completion of the program / initiative a Summary Report must be submitted to the NAJC on the form provided by the NAJC and the remaining 50% will be issued to the organization. These Summary Reports will then be compiled by the CDC and redistributed to Program participants to be used as a reference tool for possible future programs / initiatives.