



J. ARMAND BOMBARDIER
FOUNDATION

INTENT FORM

Filing Guide

The intent form is meant to be a quick and concise way to present the organization/project for which you would like to receive financial support from the Foundation.

We expect concise answers, which then can be detailed in a complete application, if applicable.

Here are indications for various sections of the form. If you have additional question, do not hesitate to contact us.

Important: Only the intention form will be studied. It is therefore useless to send us any other documentation at this stage.

IDENTIFICATION

Organization:

- **Charitable registration number (CRA):**
Only organizations registered with the CRA may apply for a donation.

Resource person for this application:

The resource person does not necessarily have to be an executive of the organization. Indicate the person who should be addressed for follow-up related to the application.

Your organization's mission:

Indicate your organization's official mission statement.

APPLICATION

Type of support requested:

Indicate the desired type of support, as described in the [Financial support types](#) section of our website.

What the application seeks to support:

Describe the nature of your organization in 500 words or less.

Depending on the type of support requested, include the following items:

- Mission funding:
 - Summary description of the organization's activities
 - Scope of the organization (number/type of participants, community of affiliation, specific clientele, if applicable)
 - Current/anticipated challenges
 - Aim (what changes do you want to accomplish? What are your objectives/ambitions/wishes?)

If the application concerns a specific program, present the organization summary and describe the above items in relation to the program concerned. Also indicate the other partners involved and the proportion of the amount requested relative to the program's overall budget.

- Project funding:
 - Summary description of your organization and its activities
 - Need identified
 - Scope of the project (number/type of participants, specific clientele, if applicable)
 - Term/timeline of the project
 - Summary project budget
 - Partners involved (or envisioned)
- Major campaign funding:
 - Summary description of your organization and its activities
 - Financial objectives of the campaign
 - Projects supported by the campaign (indicate the project for which you wish to obtain the Foundation's support, if applicable)
 - Campaign timeline (silent/public phase)
 - Amounts raised to date

Geographic scope:

Local (neighbourhood or city)
Regional (region or group of regions)
Provincial
Canada-wide

You may indicate more details in the Comment section. For example:

- For a Canada-wide project: Conducted mainly in Québec, Ontario and British Columbia.
- For a local project: Our organization serves the Southwest Montréal sector, more specifically Verdun, Pointe-St-Charles and Ville-Émard.

Anticipated impacts:

These impacts may be both qualitative and quantitative.

Here are some examples of questions that may be useful to you:

- What are the changes to which you want to contribute?
- What effects do you anticipate on the participants?
- What will the project make possible?
- How many people are concerned?

Amount requested:

Except for applications filed in the context of major campaigns or projects, the Foundation currently grants few multiyear donations. Indicate if your application extends over more than one year (e.g. \$40,000/3 years).

CORRELATION WITH THE FOUNDATION'S PHILANTHROPIC INTENTIONS

Check the intention or intentions that best correspond(s) to your mission/project/campaign, in your opinion. You may detail your thinking concisely in the Comment section.

The purpose of this section is to have a better understanding of how your actions and our philanthropic intentions complement each other. For each application accepted, the Donations Committee identifies an aspect of the organization's work it wishes to follow more closely. This allows us to communicate more clearly the reasons why the Foundation is engaged in a partnership with an organization whose application was accepted.

Questions related to these intentions then will be included in the donation follow-up process, to learn more about this subject, in a perspective of sharing good practices with all of the organizations supported.

How does collaboration with the Foundation represent value added?

Indicate how the Foundation can contribute value added, based on its own philanthropic offering. If you are looking for support that extends beyond the financial aspect, indicate this in the "Other" section.