

How to Apply

Applications for special grants may be submitted by private citizens, schools, and charities registered with the Canada Revenue Agency. In the latter case, the organization's charitable status must be verified to be in good standing.

If an applicant has previously received a grant, a final report must have been received prior to submission of a new application. Applicants are limited to one submission per granting period.

[Download The Grant Writing Handbook](#)

Application Guidelines

Applications must follow the guidelines provided by Santas Anonymous. Submissions that do not meet the criteria will not be evaluated.

Please note that the Society reserves the right to share the information contained in an application with other members of the Greater Victoria Funders' Network, enabling members to jointly determine shared priorities and maximize the effectiveness of funding efforts.

Interviews

Applications will be evaluated by CFAX Santas Anonymous Society's Funding Committee and staff members, and finalists may be invited to interview with the Funding Committee or Executive Director. Interviewees may be requested to prepare and deliver a brief presentation on their projects/programs (criteria to be provided).

Short-listed applicants will be contacted by phone to arrange an interview date and time. Applicants who are not selected for the second stage of the selection process will receive written notice.

Grant Reports

Grant recipients are required to submit final reports to the Society, including related summary statistics and final budget summaries reconciled against the original budgets. Photos and first-person narratives are also appreciated (if possible).

The grant report enables both your organization and the Society to showcase your activities, share successes, and demonstrate accountability to donors, community supporters, and the Canada Revenue Agency. In cases where report information is incomplete, CFAX Santas Anonymous Society reserves the right to conduct an independent internal review of its grant to any agency.

Grant Application Schedule

- Application Period Begins: Spring 2021