

**ACKNOWLEDGMENT OF FOUNDATION  
COVER LETTER**

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January 13, 2024

APPENDIX 4

Ms. Hailey Gobin, Committee  
Coordinator  
The Royal Canadian Legion  
Ontario Provincial Command Branches &  
Ladies Auxiliary Charitable Foundation  
89 Industrial Parkway North  
Aurora, ON L4G 4C4

Dear Ms. Gobin:

The \_\_\_\_\_ Foundation represents three separate hospital sites in the communities of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. The Royal Canadian Legions within this catchment area are Branch \_\_\_\_\_, Branch \_\_\_\_\_, Branch \_\_\_\_\_, and Branch \_\_\_\_\_.

The \_\_\_\_\_ Foundation ( \_\_\_\_\_ Foundation) is submitting this application on behalf of the \_\_\_\_\_ - *Foundation*; \_\_\_\_\_ *site*, \_\_\_\_\_ *site*, and \_\_\_\_\_ *site*. The enclosed package has been prepared in accordance with the directions provided on your website; [www.on.legion.ca](http://www.on.legion.ca)

As requested, **One copy of our submission is enclosed**. Please contact the undersigned if you require any further information. Thank you for your consideration.

**ENDORSEMENT BY SIGNING OFFICERS:**

Sincerely,

{ SIGNATURE HERE }

{ SIGNATURE HERE }

{ SIGNATURE HERE }

Coordinator/Secretary/Treasurer

Chair Foundation

VP of Corporate Services & CFO

\_\_\_\_\_ Foundation

Foundation

705-555-5555 Ext. \_\_\_\_\_

# **ACKNOWLEDGMENT OF PARENT COMPANY**

## **COVER LETTER**

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**January 13, 2024**

**APPENDIX 5**

Ms. Hailey Gobin, Committee  
Coordinator  
The Royal Canadian Legion  
Ontario Provincial Command Branches &  
Ladies Auxiliary Charitable Foundation  
89 Industrial Parkway North  
Aurora, ON L4G 4C4

Dear Ms. Gobin:

The \_\_\_\_\_ and the \_\_\_\_\_ Foundation (\_\_\_\_\_ Foundation) has been adding and upgrading equipment at the \_\_\_\_\_ Site since it was amalgamated in 20\_\_.

This fiscal year IV Pumps have been determined as vital pieces of equipment for health care providers at \_\_\_\_\_ site. **The current IV pumps** being used at the \_\_\_\_\_ site have far exceeded their recommended life span. These IV pumps offer significant advantages, including the ability to deliver fluids at precisely programmed rates, or automated intervals. New IV Pumps will allow for our health care providers to better treat our veterans, as well as the community at large.

**We are seeking support from your Foundation, in the amount of \$9,500.00, to assist us in replacing this outdated equipment.**

The Royal Canadian Legion, both provincially and locally, has demonstrated their support for our activities in the past and we hope for your continued support at this time.

### **ENDORSEMENT BY PARENT CO.:**

Sincerely,

**{ SIGNATURE HERE }**

**VP of Corporate Services & CFO**

cc. \_\_\_\_\_, Chair

\_\_\_\_\_ **Hospital**

# APPLICANT INFORMATION – SITE & CONTACT DETAILS:

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## GRANT APPLICATION PACKAGE

### THE ROYAL CANADIAN LEGION, ONTARIO PROVINCIAL COMMAND BRANCHES & LADIES AUXILIARY CHARITABLE FOUNDATION

#### 1. Organization

\_\_\_\_\_ Foundation  
P.O. Box \_\_, \_\_\_\_\_  
\_\_\_\_\_, ON P0R \_\_\_\_  
(705) \_\_\_\_\_ Ext. 2\_\_\_\_

#### 2. Primary Contact

\_\_\_\_\_  
Foundation Coordinator  
\_\_\_\_\_ Foundation  
705-\_\_\_\_\_ Ext.2\_\_\_\_  
\_\_\_\_\_

#### 3. Site Information

\_\_\_\_\_ Network - \_\_\_\_\_ *Site*  
P.O. Box \_\_  
\_\_\_\_\_  
\_\_\_\_\_, ON P0R \_\_\_\_

4. Registered Charity Number - \_\_\_\_\_ RR0001

#### 5. One copy of the submission which includes:

- Board of Directors - Appendix 1
- Amount of Capital Funds requested - Appendix 2
- Detailed budget showing how the grant is to be expended - Appendix 2
- Audited Financial Statements - Appendix 3
- Endorsement of the Application by the authorized signing officers - Appendix 4
- Endorsement of the Application by the parent organization CFO - Appendix 5

**BOARD OF DIRECTORS:**

{ LETTERHEAD }

**APPENDIX 1**

\_\_\_\_\_ FOUNDATION

**BOARD OF DIRECTORS**

**2023-2024**

\_\_\_\_\_, Chair

\_\_\_\_\_, Vice-Chair

\_\_\_\_\_ Foundation Coordinator-Secretary/Treasurer

**DIRECTORS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILED BUDGET:**

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**APPENDIX 2**

**FUNDING REQUESTS**

**1. IV Pumps**

Cost of 2 IV Pumps (\$4,750 each)	\$9,500.00
<i>Grant requested</i>	<i>\$9,500.00</i>

\*The total number of IV Pumps required at \_\_\_\_\_ site is 9 for a total cost of \$42,750 **before taxes and shipping costs.** The current IV pumps being used at the \_\_\_\_\_ site have far exceeded their recommended life span. These IV pumps offer significant advantages, including the ability to deliver fluids at precisely programmed rates, or automated intervals. New IV Pumps will allow for our health care providers to better treat our veterans, as well as the community at large.

**FINANCIAL STATEMENTS:**

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**APPENDIX 3**

\_\_\_\_\_ **FOUNDATION**

**AUDITED FINANCIAL STATEMENTS**

**Year Ended March 31, 2023**

*PRIVATE & CONFIDENTIAL*

[www.\\_\\_\\_\\_\\_.ca](http://www._____.ca)

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Site