



Moffat Family Fund
Town of Fort Frances



INFORMATION PACKAGE

Information Regarding Applications

In addition to the information gathered on the Application, organizations must provide the following for consideration:

Project Description:

1. Describe the project, including the purpose of the project and goals.
2. Describe the involvement of members of your community and other organizations in the development and implementation of the project.
3. Cite evidence of need for the project, stating its significance to the community.
4. Indicate how you will measure the success of the project and how it will strengthen your community.
5. Provide a detailed budget indicating costs by category. Include copies of at least two quotations for capital acquisitions, and other funding sources approached for support with responses to date.
6. Identify sources of financial support for the ongoing operating costs:
 - List of Board of Directors and Officers
 - Most recent audited financial statements and annual report
 - Income and expense budget for the current fiscal year
 - One recent agency/organization newsletter or brochure

Please provide the completed and signed application form, confirmation of Written Agreement form (if applicable), and all supporting documents to:

Moffat Family Fund Steering Committee
320 Portage Avenue
Fort Frances, ON P9A 3P9

Submission deadline for applications: **February 27, 2026 by 4:00pm.**

Information Regarding Timeline

- 2025 Recipients to have final reports to Clerk's Office no later than January 30, 2026. This is a requirement for 2026 eligibility.
Final report form available on the Moffat Fund page of fortfrances.ca.
- Submissions received between January 19, 2026 to February 27, 2026 by 4:00pm.
- Moffat Family Fund Ad-Hoc Committee to meet week of March 9, 2026 and review applications, making recommendations for 2026 awarding of fund.
- Moffat Family Fund Ad-Hoc Committee to provide endorsement to Council in In-Camera session March 23, 2026.
- Final funding recommendations forwarded to the Winnipeg Foundation between March 23, 2026 to April 13, 2026.
- Winnipeg Foundation to notify Clerk's Office May/June of awarding.
- Clerk's Office to invite all successful recipients to a Council meeting, where it will be announced amount rewarded.

Please direct questions to:

Clerk's Office
Email: clerks@fortfrances.ca
Phone: (807) 274-5323 x1212