Canadian Race Relations Foundation | Fondation canadienne des relations raciales

NARF Projects

Financial Letter of Explanation for Newly Incorporated Organizations

In lieu of a financial statement, we are providing newly incorporated (**two years or less**) organizations the opportunity to explain how they have handled finances to date and how they will handle finances should they be successful in their grant application. This explanation will help us assess the capacity and experience of the applicant in managing financial resources.

Please answer the questions below clearly and concisely. The overall explanation should be 300 words or less.

1. Please tell us why you could not submit a financial statement, be sure to include the date your organization was officially incorporated.
2. What were your main sources of income (i.e. money that you receive) and expenses (i.e. money that you pay out) over the past year? Please describe them.
3. How do you track/manage your income and expenses?
4. Does your organization have a bank account for its operations? If yes, please indicate the person's name and title that manages the account.
5. Does your organization have a designated person who prepares, reviews, and approves financial reports or is responsible for overseeing the financials? If yes, please indicate their name and title.
6. Does your organization have a deficit? If yes, what is the deficit amount?
7. Should the organization be successful in securing CRRF funding, what financial challenges/risks might exist and how might those challenges/risks be mitigated?
8. When do you anticipate obtaining your first audited financial statement?