Common Form

COMMON APPROACH
TO IMPACT MEASUREMENT

Welcome to the Common Form!

Below you will find the questions/fields of the Common Form in one simple document.

An interactive/fillable version of the Form is also available at: forms.office.com/CommonForm.
There you will find questions to fill in and prompts to upload documents that describe the organization and/or project for which one will be applying for funding. Except for organizational updates and changes, users will only have to complete this Form once and export its contents to each of their funders for all applications for funding.

Basic Information

Business/Charity Number		Organization Name	
Street Address *(including City, Province /Territory, Postal Code)*		Contact Person: Name	
Web address		Contact Phone	
Contact Email		Mission and Vision	

Legal Form

☐ Business

☐ Not-for-Profit

☐ Cooperative

☐ Subsidiary of a Business/Nonprofit/Cooperative

☐ Partnership

☐ Sole Proprietorship

Audited Financial Statements? ☐ Yes ☐ No

Financial Information

*For those **with** Audited Financial Statements:*

Year 1	[upload]
Year 2	[upload]
Year 3	[upload]

*For those **without** Audited Financial Statements:*

Current Assets	
Total Assets	
Total Liabilities	
Total Revenues	
Total Expenses	

Total Amount of Funds Requested (CAD)

Funds intended for: ☐ Organization ☐ Project

Organization/Project Profile

*For those seeking **organizational/core** funding*

Theory of Change/Impact Model	[upload]
Business Plan	[upload]
Executive & Board Bios	[upload]
Imagine Canada Standards Program	☐ Yes ☐ No ☐ In Progress
B-Corp Assessment	*Score & link to profile*
Charity Data Profile	*Link to profile*
Populations Served	*Please describe in your owns words, then select from the options below:*

☐ Official Language Minority Communities
☐ Living with Mental Illness/Addiction
☐ Seniors
☐ LGBTQ2S+
☐ Racialized (All)
☐ Rural, Remote or Northern Community
☐ People with Disabilities
☐ Indigenous
☐ Women and Girls
☐ Children and Youth
☐ Low Income

Geographic Regions served	
Target Customers/Clients/Participants	
Markets served	

*For those seeking **project/program-specific** funding*

Project Name	
Project Objectives	
Theory of Change/Impact Model	[upload]
Project Description (or Business Plan, Pitch Deck)	[upload]
Project Team Bios	[upload]
Project Partners	*Include links where applicable*
Project Budget	[upload]
Populations Served	*Please describe in your owns words, then select from the options below:*

☐ Official Language Minority Communities
☐ Living with Mental Illness/Addiction
☐ Seniors
☐ LGBTQ2S+
☐ Racialized (All)
☐ Rural, Remote or Northern Community
☐ People with Disabilities
☐ Indigenous
☐ Women and Girls
☐ Children and Youth
☐ Low Income

Geographic Regions served	
Target Customers/Clients/Participants	
Markets served	

Optional Supplemental Financial Information

Endowment		Government Grants	
Inventory		Fundraising	
Deferred Revenue		Total Overhead	
Investment Revenue		Depreciation Expense	
Sales Revenue		Investment Expenses	