

NORTHEAST REGIONAL COMMUNITY FOUNDATION

GRANT - Guidelines



*Growing a
Lasting Legacy*

WHAT IS THE NORTHEAST REGIONAL COMMUNITY FOUNDATION GRANT PROGRAM?

Canada's community foundations are a national network of public foundations created by and for urban and rural communities to provide lasting support for local priorities. They are recognized sources of knowledge about local issues and are trusted for their ability to expertly manage donors' funds. Community foundations are one of Canada's largest grant makers, providing more than \$243 million to a wide range of charities in 2015.

POLICY GUIDELINES

The maximum grant amount will be \$1,000.00, and will be granted to charitable organizations in Dawson Creek, Fort St. John, Taylor, Hudson's Hope, and Pouce Coupe.

Grants are made only to organizations recognized by the Canada Customs and Revenue Agency as registered charities. Applicants must demonstrate fiscal responsibility and have a committed volunteer board. Organizations must be based in the Peace Liard region or projects must benefit the residents of the Peace Liard region.

Priority will be given to organizations or groups who have not previously received grants from the North-East Regional Community Foundation.

Priorities

In awarding grants, particular consideration is given to projects which:

- translate needs and problems into issues and opportunities
- lead to individual and organizational self-sufficiency
- build effective partnerships
- promote networking and sharing
- realize a significant and sustainable result with a moderate amount of funding
- contribute to strengthening the community, especially by encouraging the participation of diverse groups and individuals
- are innovative

Funding Restrictions

The Northeast Regional Community Foundation does not support:

- fundraising events and campaign activities
- partisan political or religious activities
- individuals
- sports and recreation, team or club sponsorships
- deficit reduction
- purchase of computer equipment for administrative purposes

The deadline for applications is **May 31 2018**. Decisions will be made by **June 29 2018**.

Please attach your organization's most recent Financial Statements (audited if available) and a copy of your most recent annual report to your application. Application packages can be returned to:

**Community Futures Peace Liard
904 – 102 Avenue Dawson Creek BC V1G 2B7
Email: jphinney@communityfutures.biz**

NORTHEAST REGIONAL COMMUNITY FOUNDATION

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ORGANIZATION

NAME OF ORGANIZATION OR GROUP ▶

ORGANIZATION CONTACT INFORMATION ▶
(address, phone number, email, and web address if applicable)

CHARITABLE REGISTRATION NUMBER ▶

MISSION STATEMENT OR PURPOSE OF ORGANIZATION OR GROUP ▶

BRIEF HISTORY OF ORGANIZATION OR GROUP ▶
(age, past projects, successes or failures, who your organization has benefited in prior years)

DO YOUR ORGANIZATION'S SERVICES
DUPLICATE THOSE IN THE COMMUNITY? ▶

- No
 Yes (please explain):

IS ANY OF THE INCOME GENERATED BY YOUR ORGANIZATION MADE PAYABLE TO OR AVAILABLE FOR THE PERSONAL BENEFIT OF ANY PROPRIETOR, MEMBER, VOLUNTEER OR SHAREHOLDER OF THE ORGANIZATION? ▶

- No
 Yes (please explain):

ADMINISTRATION

CONTACT INFORMATION FOR EXECUTIVE DIRECTOR/MANAGER – INCLUDE EMAIL AND PHONE NUMBER

▶

ARE YOUR BOARD MEMBERS VOLUNTEER OR PAID? Please give details.

▶

PLEASE REPORT THE NUMBER OF VOLUNTEERS IN YOUR ORGANIZATION AND VOLUNTEER HOURS WORKED (not including board members)

▶

PLEASE REPORT THE NUMBER OF PAID MANAGEMENT & STAFF, TOTAL HOURS WORKED AND TOTAL ANNUAL SALARIES (not including board members)

▶

PROJECT DETAILS

WHAT IS THE PROGRAM / INITIATIVE NAME?

▶

DESCRIBE THE PROGRAM AND HOW IT DOESN'T DUPLICATE OTHER PROGRAMS

▶

IS THIS PROJECT / INITIATIVE :

▶ New
 Existing

WHAT IS THE LENGTH OF THE PROJECT / INITIATIVE?
(Please include the start and end dates)

▶ Ongoing
 Start/end dates

WHAT ARE THE GOALS & OBJECTIVES OF THE PROJECT / INITIATIVE?

▶

WHO WILL BENEFIT FROM THIS PROJECT? ▶

DESCRIBE YOUR PLAN OF ACTION, INCLUDING THE METHODS YOU WILL USE TO EVALUATE THIS PROJECT ▶

DESCRIBE THE CAPABILITY OF YOUR AGENCY TO CONDUCT THE PROJECT AND NOTE SPECIAL STAFF QUALIFICATIONS ▶

DEMONSTRATE HOW YOUR COMMUNITY PARTNERS ARE INVOLVED IN THIS INITIATIVE. ▶

PROJECT COSTS

WHAT WILL BE THE TOTAL COST OF THE INITIATIVE? (Please attach Budget Sheet) ▶

HOW WILL THIS INITIATIVE BE FUNDED IN THE FUTURE? ▶

WHAT IS THE TOTAL GRANT REQUEST YOU ARE APPLYING FOR FROM THE NORTHEAST REGIONAL COMMUNITY FOUNDATION? ▶

WHAT SPECIFIC COSTS WOULD BE COVERED BY A GRANT FROM THE NORTHEAST REGIONAL COMMUNITY FOUNDATION? ▶

HOW DO YOU PROPOSE TO RECOGNIZE A GRANT FROM THE NORTHEAST REGIONAL COMMUNITY FOUNDATION? ▶

LIST GRANT REQUESTS SUBMITTED TO THE NORTHEAST REGIONAL COMMUNITY FOUNDATION AND GRANTS RECEIVED FROM THE FOUNDATION IN THE PAST 5 YEARS ▶

OTHER INFORMATION OR COMMENTS

LIST PARTNERS	IN-KIND CONTRIBUTIONS (\$ VALUE)	FINANCIAL CONTRIBUTIONS
Your Organization	\$	\$
Northeast Regional Community Foundation	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL	\$	\$

***Note in-kind evaluation of labour here.**

BOARD OF DIRECTORS

PLEASE LIST YOUR BOARD OF DIRECTORS ▶

BUDGET

Revenue Sources (Where the Funds Will Come From)	Revenue		
	Cash \$	In-Kind \$	Total \$
Community Foundation Funding			
Total			
Expenditure Areas (Where Funds Will Be Spent)	Expenditures		
	Cash \$	In-Kind \$	Total \$
Total			
Net Profit			

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

AUTHORIZED SIGNATORY

NAME (please print)

TITLE (please print)

DATE