

2024 CRCF COMMUNITY GRANT APPLICATION FORM



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TERMS & CONDITIONS *

GUIDING PRINCIPLES

In fulfilling the Foundation's mission statement to enrich life in Campbell River, the guiding principles of the CRCF Grants Management directs the use of the proceeds from the permanent endowment fund to award grants which provide resources for charitable activities in our community.

CRCF seeks to fund programs or projects which:

- Provide a direct service to the community
- Benefit a wide audience
- Contribute to the betterment of the community
- Strive to have a lasting impact on our community
- Involve collaboration and partnerships
- Build on existing community strengths and assets
- Use resources efficiently and effectively

Additional Considerations:

- Leverage funds from other sources
- Demonstrate partnerships between organizations

PROJECT CATEGORIES

- Arts and Culture
- Heritage and Historical
- Education and Literacy
- Environment
- Health and Community Wellness
- Youth
- Seniors

ELIGIBILITY

- The organization must be a registered charity with the Canada Revenue Agency **OR** a BC registered society.
- The organization must be located in the Community Foundation's service area, which is within School District #72's (Campbell River and Area) boundaries
- Provide a benefit to the citizens of the geographic area served by the Foundation
- Applicants must demonstrate fiscal responsibility and effective management
- Provide all information requested according to the Foundation Grant Making Guidelines
- Projects must align with one or more of the United Nations Sustainable Development Goals (SDG's)
- Religious organizations providing non-religious programs

INELIGIBLE REQUESTS

CRCF does not fund projects and programs for:

- Individuals or businesses
- Deficits, project expenses or general operation costs incurred prior to submission or grant approval
- Fund raising activities
- Debt retirement or reserves; mortgage pay-downs
- Activities of limited organizations that serve primarily their membership and/ or their direct purposes, unless the community at large will benefit significantly.
- Endowment grants
- For-profit organizations
- Religious purposes

I accept the Terms and Conditions.

APPLICANT INFORMATION

All applications for Campbell River Community Foundation's 2024 Community Grant projects must follow current Province of British Columbia public health guidelines.

Application Organization *

If this is a joint application, please impute the organization who would administer any grant awarded

Charitable Registration Number

Address

Street Address

Address Line 2

City

Province

Postal

Phone *

 - -

###

###

####

Email *

Contact Name *

First

Last

Position

Project Manager *

First

Last

Names of Executive & Board Directors *

Mission Statement of Organization *

Number of Paid Staff (full time) *

Number of Paid Staff (part time) *

Number of Volunteers *

PROJECT DETAILS

Project Name *

Amount requested *

\$

Total project budget *

\$

Short project description (for public release if project is approved) *

When would these funds be required? *

dd-MMM-yyyy

Please mark as many of the following Sustainable Development Goals (SDG's) that your project best aligns with. Choose as many or as few as best align.

For more information on SDG's please visit this site <https://sdgs.un.org/goals>

- 1. No Poverty
- 2. Zero Hunger
- 3. Good Health & Well-Being
- 4. Quality Education
- 5. Gender Equality
- 6. Clean Water & Sanitation
- 7. Affordable & Clean Energy
- 8. Decent Work & Economic Growth
- 9. Industry, Innovation & Infrastructure
- 10. Reduced Inequalities
- 11. Sustainable Cities & Communities
- 12. Responsible Consumption & Production
- 13. Climate Action
- 14. Life Below Water
- 15. Live on Land
- 16. Peace, Justice, & Strong Institutions
- 17. Partnerships for the Goals

Project goal & objectives (quantifiable) *

Describe the overall project goal(s) and list the project objectives for each goal (100 words maximum)

Community Benefit & Engagement *

Describe how the residents of Campbell River will benefit from and how the community will be engaged by this project. Describe how the applicant will collaborate with other organizations to deliver this project if applicable (100 words max)

Project workplan, start date & end date *

Describe how the overall project will be executed. Describe what human resources and skills will be required and whether they are found from within and/or outside of the organization (100 words maximum)

PROJECT BUDGET SUMMARY

CONTRIBUTIONS

Funding Requests

CRCF Request *

\$

OTHER Requests (Description) *

Name of other Grants applied for

Other Requests - Confirmed *

\$

Other Requests - Pending *

\$

TOTAL Funding Requests *

\$

Other Source Contributions (Description) *

ie - Received from other service organizations or foundations not through application

Other Source Contributions - Confirmed *

\$

Other Source Contributions - Pending *

\$

TOTAL Other Source Contributions *

\$

Cash Contributions

Cash from Applicant Organization - Description of Funds *

ie - Fundraising, Private Donations etc

Cash from Applicant Organization - Confirmed *

\$

Cash from Applicant Organization - Pending *

\$

TOTAL Cash From Applicant Organizaton *

\$

In-Kind Gifts & Donations

In-kind Gifts & Donations - Description *

In-kind Gifts & Donations - Confirmed *

\$

In-kind Gifts & Donations - Pending *

\$

TOTAL In Kind Gifts & Donations *

\$

Volunteer Time

Volunteer Time - Calculated @\$16.75/hour *

List Volunteers Organizations or Group of Volunteers

Volunteer Time - Confirmed *

\$

Volunteer Time - Pending *

\$

TOTAL Volunteer Time - Calculated @\$16.75/hr *

\$

TOTAL CONTRIBUTIONS

TOTAL OF ALL CONTRIBUTIONS *

\$

Project Budget Summary - con't

EXPENDITURES

Salaries/Benefits - Description *

ie Program Staff, Organization Staff, Support Staff

Salaries/Benefits - Cost *

\$

Fees - Description *

Type of fees, licencing, or subscriptions

Fees - Cost *

\$

Rent & Utilities - Description *

Rent & Utilities - Cost *

\$

Equipment/Supplies - Description *

Equipment/Supplies - Cost *

\$

Travel - Description *

Travel - Cost *

\$

Publicity/promotion - Description *

Publicity/promotion - Cost *

\$

Production - Description *

Production - Cost *

\$

Capital (specify) - Description *

Capital - Cost *

\$

Other Expenditures - Description *

Other - Cost *

\$

TOTAL EXPENDITURES

TOTAL OF ALL EXPENDITURES *

\$

GRANT AGREEMENT *

CAMPBELL RIVER COMMUNITY FOUNDATION Grant Funding Agreement

This Grant Funding Agreement is effective as of the date of submission.

Whereas the Foundation has agreed to provide funding to the Recipient in the amount of (the "Funds"), pursuant to certain conditions, the parties agree as follows:

1. The Foundation will pay the Funds to the Recipient for a project (the "Project") outlined in its application to the Foundation on the date of submission and in accordance with the terms of this agreement.
2. The Recipient will keep the Fund separate from its operating funds and will use the funds solely for the purpose of the Project.
3. The Recipient will maintain accurate records pertaining to the Project costs and provide such records as part of the final report on completion of the Project.
4. The Project will be completed by November 30th of the year granted with a final report due on December 15th of the year granted. If the Recipient cannot complete the Project as stated in their application, then all funds provided by the Foundation shall be returned to the Foundation. Extenuating circumstances requiring an extension must be communicated to the Foundation in a timely manner.
5. The final report template that must be submitted by the Recipient by December 15th of the year granted is attached to this agreement.
6. As a condition of the grant funding the Recipient agrees to acknowledge the Foundation's financial support through the public display of our logo and other wording as mutually agreed upon. The CRCF logo will be provided for use on your social media and other thank you media.
7. Where appropriate, photos of the Project will be provided, and the Recipient grants the Foundation full rights of use of the information and photos provided for its purposes as it sees fit.

The grantee accepts the terms of this grant agreement upon submitting this application.

Please check the box to the left of this statement indicating that you have read and understood the terms of this grant agreement.