



## SHUSWAP COMMUNITY FOUNDATION – CSA GRANTS IN AID PROGRAM

The Shuswap Community Foundation (“Foundation”) will receive applications for financial assistance from non-profit organizations on behalf of the City of Salmon Arm, subject to the following conditions:

1. All applications must be submitted to Shuswap Community Foundation, P.O. 624, Salmon Arm, B.C. V1E 4N7. Applications must be received no later than December 15 of the preceding year. The prescribed application form is available online at: [www.shuswapfoundation.ca](http://www.shuswapfoundation.ca). Applicants are encouraged to contact the office of the Foundation at 250.832.5428 for assistance.
2. All applications must state the aims and objectives of the applicant and must provide details of the proposed project for which financial assistance is requested, including anticipated commencement and completion dates.
3. All applications must be accompanied by the applicant’s current financial statements, including a revenue and expenditure budget statement for the ensuing year.
4. Applicants must explain the intended use of any cash on hand or retained earnings shown on financial statements and must provide an explanation as to why such monies cannot be used to fund the proposed project.
5. All applications must provide details of financial assistance provided by other organizations or levels of government in the previous year together with details of current applications made or intended to be made to other organizations or levels of government.
6. Any application which indicates an intention to provide all or any portion of any financial assistance provided by the Foundation to any third party or which indicates an intention to utilize any such assistance for fund-raising purposes is ineligible.
7. Applicants requesting financial assistance to cover rental costs must include an explanation as to how that rental will benefit the Salmon Arm community.
8. Requests for financial assistance from applicants operating outside of the boundaries of the City will not be considered unless its members are largely resident in the City and it is clear that there will be a benefit to the Salmon Arm community.

9. Applicants seeking financial assistance for travel to regional or national events will be considered on an exceptional basis.
  
10. Any financial assistance received from the Foundation must be spent by the applicant in substantial compliance with the details of the project stated in its application, including the anticipated commencement and completion dates, unless the Foundation has first provided written authorization to the applicant to amend its application.
  
11. Any financial assistance received from the Foundation which has not been spent within the time frame stated in the application must be repaid to the Foundation no later than December 15 of the year in which the application is approved.
  
12. Applicants, in order to qualify for future financial assistance from the Foundation, must, on or before December 15 of the year in which financial assistance is received from the Foundation, provide a final report and accounting to the Foundation.