



Grant Application Form

Spring Grant application due January 31
Fall Grant application due June 15

Office Use only:	IM: _____
Date Rec: _____	DC: _____
Grant #: _____	ACK: _____

IMPORTANT: Review the **Grant Guidelines** before you start this application. **Note:** We no longer accept paper applications. All applications must be submitted online in PDF. Please be sure to save the grant application to your desktop before beginning to fill it out. SCF staff is available to assist you with any questions, please call the office at 250-832-5428 or email info@shuswapfoundation.ca

Are You A Registered Charity?

Complete Section **'A'** Registered Charity and Sections C, D, E, and F.

Complete Section **'B'** when you, a Registered Charity, are hosting a Non-profit Group seeking funding for a project. Please view our **Grant Guidelines** and attached completed **Project Partnership Agreement** (Found under section 1 of our Grants and Guidelines).

Section A: Registered Charity information:

Registered Charity Name: _____

CRA Registered Charity #: _____ BC Society Reg.#: _____

Contact Person (for more info on this application): _____

Position: _____ Email: _____ Phone: _____

President/ Chair: _____ Email: _____ Phone: _____

Street Address: _____ Box #: _____ City: _____

Province: _____ Postal Code: _____ Website: _____

Purpose/Mission Statement of your organization:

Section B: Non-profit Group information:

As a Registered Charity hosting a non-profit group seeking funding for their project, a **Project Partnership Agreement is a required document and must be attached.**

Name of Non-profit Group being hosted: _____

BC Society Reg.#: _____

Contact Person (for more info on this application): _____

Position: _____ Email: _____ Phone: _____

President/ Chair: _____ Email: _____ Phone: _____

Street Address: _____ Box #: _____ City: _____

Province: _____ Postal Code: _____ Website: _____

Purpose/Mission Statement of your organization:

Section C: For the Group Seeking Funding – Your History with SCF:

Has the Group seeking funding received a grant from SCF in the past two years?

Yes No

If yes, have you submitted a Project Evaluation Report (PER) for the completed projects?

(This submission is a prerequisite to further grants!) Yes No

Section D: For the Group Seeking Funding - Your Project Information:

Project Title: _____

Grant funds requested from SCF: _____

Project Start Date: _____ End Date: _____

Section D: For the Group Seeking Funding – cont.

Grant Application Category: (See grant guidelines, please choose all that apply)

Animal Welfare Arts & Culture Education Environment Youth

Health & Wellness Heritage Seniors Social Equality Community

Describe your project and its benefit to your community. (A separate sheet is welcome!)

*Please note that your application must include:

- a) # of active Members of your organization
- b) # of volunteers
- c) How many individuals your project will serve? (this includes people, cats, donkeys, horses, children, families – whomever your project seeks to serve)

Describe how SCF grant funds will be used and list other Community Partners, if any, assisting you in funding this project.

How will SCF support be recognized?

Section E: Check List for required supporting documents:

The following is a check list of the supporting documents **which must be included** with your application. Please include any other documents you feel will support your project funding request.

Registered Charity required info:

- | | |
|--|----------|
| <input type="checkbox"/> Supporting Documents and/or Contractors Quote | Attached |
| <input type="checkbox"/> Project Budget | Attached |
| <input type="checkbox"/> Current Annual Budget | Attached |
| <input type="checkbox"/> Financial Statements for last complete year (from accountant) | Attached |
| <input type="checkbox"/> Board of Directors with contact information | Attached |
| <input type="checkbox"/> Proof of eligible CRA # | Attached |
- <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.htm>

Registered Charity hosting a Non-profit group's project:

- | | |
|--|----------|
| <input type="checkbox"/> All of the Documents listed above for the Registered Charity | Attached |
| <input type="checkbox"/> Project Partnership Agreement | Attached |

AND:

The Non-profit Group's financial info:

- | | |
|--|----------|
| <input type="checkbox"/> Supporting Documents and/or Contractor's Quote(s) | Attached |
| <input type="checkbox"/> Project Budget | Attached |
| <input type="checkbox"/> Current Annual Budget | Attached |
| <input type="checkbox"/> Current complete financial statements | Attached |
| <input type="checkbox"/> Board of Directors with contact information | Attached |

IMPORTANT: Signatures are no longer required on the grant application. However, signatures will be required for applications that are approved and before grants are awarded.

Once SCF's grant adjudication is complete and decisions are made, a confirmation email will be sent to the above-named Chair(s). The Chair and one other person with signing authority from both the Charity and the hosted Non-profit group is required to sign the Grant Agreement that will be attached to the confirmation email. When the original signed Grant Agreement is returned to us, SCF will release the grant funds.

A representative from the Registered Charity and/or Non-profit group is required to attend our Annual Community Meeting held in the fall. Further details of the ACM will be sent with the letter and grant disbursement.

Do you wish to receive by email other information such as upcoming events, grant workshops and newsletters? Yes No

Email: _____