

SCF Grant Cycle Application Sample

Shuswap Community Foundation

Status

Status*

Choices

I am a registered charity

I am a Society with a society number

I am a non-profit organization

other

Annual Community Meeting and Thank you requirements

Requirements for Future Grant Eligibility

If you require assistance at any point, please reach out to the staff at the Foundation office either by phone, 250-832-5428, or email: info@shuswapfoundation.ca

- A thank you video upon receipt of your cheque from SCF.
 - This is to thank the donors who made your grant possible. Instructions for the video will be assigned to you once the Grant Agreement is completed. The video will be required within 2 weeks of receiving your cheque
- Attendance at the Annual Community Meeting in October
- Completion of a Project Evaluation Report
 - A video (preferred), or photos of the completed project included in the Project Evaluation Report

Acknowledgement of eligibiltiy requirements:*

Please check the box that you have read and understood the requirements for future grant eligibility as indicated above.

Choices

yes

Application

Organization Purpose/Mission Statement*

Character Limit: 2000

Please keep this as succinct and brief as possible.

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Character Limit: 250

Total Project Budget*

Character Limit: 20

Amount requested*

Character Limit: 20

Project Description*

Character Limit: 2000

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Focus Area*

Please select the fields your project will impact.

Choices

Animal Welfare
Community
Environment
Heritage
Social Justice
Arts and Culture
Education
Health and Wellness
Seniors
Youth

Population Served*

Please provide the demographic breakdown of who this project will serve.

Character Limit: 1000

Project Goals & Anticipated Outcomes

Character Limit: 2000

Recognition

Please explain how Shuswap Community Foundation (SCF), will be recognized for its support.

Character Limit: 1500

Budget Information

Project Budget*

If you do not have a budget already prepared for the project, please complete the attached form via the link below for the project budget.

Once completed, please upload the documents back to this site.

Copy and paste to a new tab:

<http://shuswapfoundation.ca/download/899/>

File Size Limit: 3 MB

Annual Budget*

Please include your annual budget as approved by your board of directors.

Once completed, please upload the document back to this site.

File Size Limit: 5 MB

Contactor / Purchase quotes

Please include any current contractor or purchase quotes for the proposed project. Please scan as one document and upload.

File Size Limit: 4 MB

Confirmation of other funding sources

This can include canceled cheques & Memorandum of Understanding (MoU) documents. Please scan as one document and upload.

File Size Limit: 4 MB

Financials

Financial Statements for last complete year*

These can include Audited or Reviewed financials prepared by an accountant, financial statements prepared in accordance with recognized accounting or bookkeeping practices -

Statements must be prepared within the 18 months prior to this application and cannot be National financials if part of a larger organization. (Financial statements preferred are an Income Statement and Balance Sheet) **Sample financials are included and are on th website in the toolbox.**

If your organization is holding significant cash reserves, earmarked for specific purposes, please provide a detailed explanation either as an attachment or in the space provided, and any supporting documents such as bylaws or board confirmation.

Please upload documents to this site.

Character Limit: 1500 | File Size Limit: 6 MB

Board Information

Board of Directors*

A list of directors for the applying charity, and the Not-for-Profit partner if applying in partnership.

Please use the attached form if you do not have a list already created. All forms used must be uploaded back to this site.

Please copy and paste to a new tab:

<http://shuswapfoundation.ca/download/5779/>

File Size Limit: 2 MB

Letters of support

Letters of Support

If you have letters of support to accompany your application please include them here. Please scan as one document and upload.

This may be a letter from a landowner indicating you have the approval to use their land, or a letter/email from the City verifying approval of use, etc...

File Size Limit: 6 MB