



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

Grant Application Form

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

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 are 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?

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

Complete Section 'A' and 'B' when you, a Registered Charity, are hosting a Non-profit Group seeking funding for a project. Attach a 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: _____

Grant Application Category: **(See grant guidelines, please choose one)**

- Animal Welfare Arts & Cultural Activities Education Environment
 Health and Wellness Heritage Safety Social Programs

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

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:

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

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

- All of the Documents listed above for the **Registered Charity** Attached
- Project Partnership Agreement Attached

AND:

The Non-profit Group's financial info:

- Supporting Documents and/or Contractors Quote Attached
- Project Budget Attached
- Current Annual Budget Attached
- Current complete financial statements Attached
- 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:** _____