



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 is available to assist you with any questions, please call the office at 250-832-5428 or email [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

#### Are You A Registered Charity?

**Yes** 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: \_\_\_\_\_

<b>Purpose/Mission Statement of your organization:</b>



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

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

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

**AND:**

**The Non-profit Group's financial info:**

- |   |                                |
|---|--------------------------------|
| Supporting Documents and/or Contractors Quote | <input type="radio"/> Attached |
| Project Budget                                | <input type="radio"/> Attached |
| Current Annual Budget                         | <input type="radio"/> Attached |
| Current complete financial statements         | <input type="radio"/> Attached |
| Board of Directors with contact information   | <input type="radio"/> 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:** \_\_\_\_\_