**2020 Annual Grant Application**

Applications must be received

by May 31st to be considered

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# APPLICATION

Background Information:

Name of Organization: Click here to enter text.

Partner Organization (if applicable) Click here to enter text.

Registered Charity Number (RR) # Click here to enter text.

*Note: A CRA number is required or a grant application will not be considered. Partnering with another registered charity is acceptable.*

Mailing Address Click here to enter text.

Click here to enter text.

Name of Primary Contact Click here to enter text.

Position with organization Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

Organization Website (if available) Click here to enter text.

How many employees does the Full time Click here to enter text.

organization have? Part time Click here to enter text.

How many volunteers does the organization have? (approx.) Click here to enter text.

Has the organization received a grant from Squamish Community Foundation in the last two years? Click here to enter text.

Project Information:

Title: Click here to enter text.

Anticipated Start Date: Enter text. Anticipated Completion Date: Enter text.

Amount Requested: Click here to enter text.

Please provide a brief description of the project (2-3 sentences).

Click here to enter text.

How will this benefit the community of Squamish?

Click here to enter text.

Please describe specifically how your project will address issues identified in the SCF Vital Signs report, and/or the UN’s Sustainable Development Goals?

Click here to enter text.

How will the Squamish Community Foundation’s support of the project be recognized?

Click here to enter text.

Submission Date: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position with organization: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position with organization: Click here to enter text.

**Please include the following information with your application:**

1. Mission Statement and Mandate of the organization.
2. An elaboration of project to include its purpose, goals and benefits, if not covered above.
3. A project budget. Identify other sources of funding, if applicable, and clearly indicate how the grant from the Squamish Community Foundation will be used.
4. A copy of your last annual report (if available) and an income statement and balance sheet from the last fiscal year.
5. A list of your current Board of Directors.

Completed applications can be mailed to PO Box 555, Squamish, BC V8B 1A0 or scanned and emailed to [info@squamishfoundation.com](mailto:info@squamishfoundation.com)

# SUBMISSION GUIDELINES

1. All eligible applicants will be required to complete a grant application form and supply requested reference information.
2. Please make sure that you have read the below guidelines very carefully before completing and submitting your application.
3. All applicants will be notified in June with the status of their submission. Successful applicants will receive information on the amount awarded at this time. Funds will be dispersed in October.
4. **Deadline for application is May 31st.**

# GRANT APPLICATION CRITERIA

***Before submitting a grant application please read the following.***

To qualify for GRANTS, projects must comply with the following criteria:

1. Benefit the people of the District of Squamish (Note: priority will be given to applicants who specifically address a community issue outlined in the Vital Signs report).
2. Be put forward by non-profit organization with a CRA charitable registration number (BN \_\_\_\_ RR000-)
3. Have a definite purpose and be completed in a specific period of time
4. Include provision for an evaluation and realistic plan for financial viability beyond the pilot stage.
5. Capital projects will be considered if there is a demonstrated need
6. SCF encourages the participation of other organizations in funding projects and may provide matching funds or challenge grants to stimulate increased responses from other sources.
7. Provide a written report by March 31st of the year following receipt of the grant, reviewing how the funds were utilized and whether all monies received were spent.
8. If applying for a grant in a second consecutive year, organizations must submit their final report from the previous year prior to submitting a new application.

GRANTS are not:

1. Awarded to retire debt or fund projects already completed.
2. Awarded to fund religious organizations for direct religious activities.
3. Made to promote activities or support advocacy initiatives.
4. Made to establish or add to endowed funds
5. Available to annual fund drives for sustaining support
6. Made to be used towards operating or capital deficits
7. Made to support operating expenses of established organizations or programs except in extraordinary circumstances.
8. In general, awarded to the same organizations more the twice in five years

**Contact** [**info@squamishfoundation.com**](mailto:info@squamishfoundation.com) **for more information.**