**2022 Annual Grant Application**

Applications must be received

by May 13th, 2022 to be considered

CONTENTS

[APPLICATION 1](#_Toc97392678)

[SUBMISSION GUIDELINES 3](#_Toc97392679)

[GRANT APPLICATION ELIGIBILITY 3](#_Toc97392680)

[PUBLICITY & RECOGNITION GUIDELINES 4](#_Toc97392681)

# APPLICATION

BACKGROUND INFORMATION

Name of Organization: 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.

Are there other organizations involved in this project? Please name them. 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.

1. With which of the following categories does your project align? (see Grant Application Eligibility for details)

\_\_ Health and Social Development

\_\_ Recreation and Sports

\_\_ Arts, Culture and Heritage

\_\_ Music

\_\_ Children, Youth and Families

\_\_ Environment

1. Provide a description of the project including its purpose, goals, and general schedule (1-2 paragraphs).

Click here to enter text.

1. How will this benefit the community of Squamish?

Click here to enter text.

1. Describe specifically how your project will address issues identified in the [SCF 2017 Vital Signs](https://communityfoundations.ca/wp-content/uploads/2019/08/Squamish-Vital-Signs-2017.pdf) report, and/or the [UN’s Sustainable Development Goals](https://sdgs.un.org/goals):

Click here to enter text.

1. Provide details on your process for project evaluation:

Click here to enter text.

1. Provide a realistic plan for financial viability beyond this funding (if applicable):

Click here to enter text.

1. If you do not receive full funding from the Squamish Community Foundation, will you still be able to carry out the project?

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 applicant organization.
2. A project budget, including in-kind services and other sources of funding, if applicable. Clearly indicate how the grant from the Squamish Community Foundation will be used.
3. A copy of your last fiscal year audited financial report (applicant organization)
4. A list of your current Board of Directors (applicant organization)

Completed applications and supporting documents can be emailed to [info@squamishfoundation.com](mailto:info@squamishfoundation.com) or mailed to PO Box 555, Squamish, BC V8B 0A5.

# SUBMISSION GUIDELINES

1. All eligible applicants must submit a completed grant application form and supporting documents by the required **deadline of May 13th, 2022.**
2. Please ensure you have read and comply with the Submission Guidelines and Grant Application Eligibility before completing and submitting your application.
3. All applicants will be notified in late May with the status of their submission. Successful applicants will receive information on the amount awarded at this time. Funds will be dispersed by mid-June 2022.

# GRANT APPLICATION ELIGIBILITY

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

1. Benefit the people of the District of Squamish. Priority will be given to applicants who specifically address a community issue outlined in the Vital Signs report. Projects must also fit into one or more of the following grant categories: Health and Social Development; Recreation and Sports; Arts, Culture and Heritage; Music; Children, Youth and Families; and Environment.
2. Organizations located outside of Squamish will only be eligible if their project operates in Squamish and with the involvement of local partners.
3. Be put forward by an organization with a CRA charitable registration number (i.e. BN \_\_\_\_ RR0001)
4. Have a definite purpose and be completed in a specific period of time
5. Capital projects will be considered if there is a demonstrated need
6. Funds must be used by April 30th of the year following receipt of the grant, and a written final report is required by May 1st, reviewing how the funds were utilized and whether all monies received were spent.
7. 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 direct religious or political activities.
3. Made to support fundraising, advertising, promotional activities or commercial events.
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 ongoing operating expenses unless directly related to the project.

# PUBLICITY & RECOGNITION GUIDELINES

The grant recipient shall include mention of support for the project by the Squamish Community Foundation on all promotional and press material such as media releases on radio, newspaper, digital, and print, as well as social media, printed material, oral presentations, and websites, as applicable to your project. Copies of SCFs logo suitable for use can be found on our website under ‘[Brand Guidelines](https://www.squamishfoundation.com/about-us/#guidelines).’ On social media, please tag @squamishcommunityfoundation).

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