**Squamish Community Foundation**

**2024 Annual Grants Application**

Applications must be received

by **May 24th, 2024** at **5pm** to be considered

CONTENTS

[APPLICATION 1](#_Toc132531055)

[SUBMISSION GUIDELINES 3](#_Toc132531056)

[GRANT APPLICATION ELIGIBILITY 3](#_Toc132531057)

[PUBLICITY & RECOGNITION GUIDELINES 4](#_Toc132531058)

# 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 one of the following categories does your project align? You may choose one category and your budget request should not exceed the available funding in that category. If your project aligns with more than one category, choose the one category that is most relevant. See Grant Application Eligibility for more details.

**Category Total Funding Amount Available**

\_\_ Environmental Sustainability $6,900

\_\_ Health and Social Development/Housing $6,975

\_\_ Music and Performing Arts $4,300

\_\_ Recreation and Sports $200

\_\_ Youth Programming $1,300

 \_\_ General Fund for Urgent and Current Community Needs $4,200

1. Provide a description of the project including its purpose, goals and expected outcomes (200 words max):

 Click here to enter text.

1. How will people in Squamish benefit from this project, and how many people do you estimate will benefit? (100 words max)

Click here to enter text.

1. Describe specifically how your project will address issues identified in the [SCF 2023 Vital Signs](https://www.squamishfoundation.com/wp-content/uploads/2023/07/SQCF5740_VitalSignsReport-2023_Digital-Spreads.pdf) report, and/or the [UN’s Sustainable Development Goals](https://sdgs.un.org/goals) (100 words max):

 Click here to enter text.

1. Provide details on your process for project evaluation (100 words max):

 Click here to enter text.

1. Provide a realistic plan for long-term financial viability (if applicable) (100 words max):

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. 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)

Completed applications and supporting documents can be emailed to info@squamishfoundation.com

# SUBMISSION GUIDELINES

1. Successful applicants may receive partial project funding. Applicants must ensure their project can succeed with partial funding when considering applying for an Annual Grant.
2. All eligible applicants must submit a completed grant application form and supporting documents by the required **deadline of 5pm on May 24th, 2024.**
3. Please ensure you have read and comply with the Submission Guidelines and Grant Application Eligibility before completing and submitting your application.
4. 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 by early July 2024.

# GRANT APPLICATION ELIGIBILITY

To qualify for an Annual Grant, projects must comply with the following:

* + - 1. Alignment with one of the following grant categories: Environmental Sustainability, Health and Social Development/Housing, Music and Performing Arts, Recreation and Sports, Youth Programming or General Fund for Urgent and Current Community Needs. These grant categories align directly with our endowment funds and their respective available granting amounts. You may choose one category and your budget request should not exceed available funding in that category. See question 1 in the application for individual category funding amounts available. NOTE: In 2024, the total amount of funding available for all grant categories is $23,875. Each year we receive requests for more funding than we have available. We highly recommend that you consider your grant request and budget in alignment with the funds available in the respective categories.
			2. Benefit the people of the District of Squamish. Priority will be given to applicants who specifically address a community issue outlined in the 2023 Vital Signs report.
			3. Organizations located outside of Squamish will only be eligible if their project operates in Squamish and with the involvement of local partners.
			4. Be put forward by an organization with a CRA charitable registration number (i.e. BN \_\_\_\_ RR0001.)
			5. Have a definite purpose and be completed in a specific period of time.
			6. Capital projects will be considered if there is a demonstrated need.
			7. 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. Grantees must submit their final reports from previous years in order to be eligible for granting in following years.

GRANTS are not:

1. Awarded to retire debt or fund projects already completed.
2. Awarded to fund direct faith-based or political activities.
3. Awarded to support fundraising, advertising, promotional activities or commercial events.
4. Awarded to establish or add to endowed funds.
5. Available to annual fund drives for sustaining support.
6. To be used towards operating or capital deficits.
7. Awarded for 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 Squamish Community Foundation (Facebook) and @squamishfoundation (Instagram).

Contact info@squamishfoundation.com for more information.