



## CRANBROOK & DISTRICT COMMUNITY FOUNDATION

### GRANT APPLICATION

#### GUIDELINES

Thank you for your interest in applying for a grant from the Cranbrook & District Community Foundation (“CDCF”). The Grant Application form is attached to these guidelines. Please review the information and guidelines below PRIOR to completing a grant application.

***Please DO NOT include these guideline pages when submitting your application to the CDCF.***

#### About the CDCF

Community Foundations are locally-run public foundations that build and manage endowment funds to support charitable activities in their area. The Cranbrook & District Community Foundation (CDCF) vision is “A safe, healthy, sustainable, and vibrant community.” Our mission is to enhance the quality of life for area residents by:

- Attracting, developing, and managing permanent endowment funds through responsible stewardship;
- Offering a means for individuals and organizations to contribute to our community both during and after their lifetime;
- Providing leadership in the communities we serve, through convening around issues of community concern; and
- Assessing and responding to existing and emerging community needs through grants to qualified donees.

#### The Grant Application Process

The CDCF takes a broad and inclusive view of what a community is, and provides grants to the widest possible range of organizations and initiatives in the areas of:

- Animal Welfare
- Arts, Culture and Heritage
- Education
- Environment
- Mental Health and Addictions
- Outdoor Recreation, Physical Activity and Sports
- Seniors programs
- Social and Health Services



The CDCF invites eligible community organizations (see “Things to know before applying” below) to apply for funding by completing the attached Grant Application. An interview with, or further information from, the CDCF Executive Director, may be requested by applicants.

The deadline for submitting applications is **4:00 pm MST on February 26<sup>th</sup>**, or the closest working day after February 26<sup>th</sup> if the date falls on a weekend or holiday. Applications received after the deadline will either be returned to the applicant, or if applicable may be held for the next granting cycle.

Applications will be reviewed for eligibility and completeness by the CDCF Executive Director and then forwarded to the CDCF Grant Making Committee, which evaluates all eligible applications and provides granting recommendations to the CDCF Board.

All organizations will be notified of their application status as soon as the Board’s granting decisions are finalized, typically five (5) to seven (7) weeks after the application deadline.

## Things to know before applying

1. In order to be eligible, the applying organization must:
  - Be providing services that directly benefit the citizens within the City of Cranbrook, rural Cranbrook, Aq’am, Moyie, Fort Steele, Mayook, Bull River, Wardner, Jaffray, Tie Lake, Rosen Lake, Galloway, and the portion of Wycliffe not served by the Kimberley & District Community Foundation.
  - Hold a current Revenue Canada Charitable Registration Number. If the organization that is applying is not a registered charity, a contract/agreement with an Intermediary Agency that is a registered charity, stating they support this project and will accept and flow-through funds on behalf of the applicant, **MUST** be included in the grant application package. For further information, contact the CDCF Executive Director.
  - Make services available without discrimination.
  - Provide all information requested according to the Grant Application requirements.
  - Demonstrate fiscal and management responsibility.
2. Due to the high volume of grant requests received, the CDCF Grant Making Committee does take into consideration how often an organization has received grants in the past. When granting funds are limited, priority will be given to organizations and/or projects that did not receive funding in the prior granting period.
3. Grants provided by the CDCF generally range from a few hundred dollars up to \$1,500 per approved project.
4. Grants are only awarded for specific purposes and projects covering a specific time period.
5. Funds may be available for start-up projects that meet a recognized need in a unique way. Such projects must include provision for an evaluation and a realistic plan for fiscal viability beyond the pilot phase.
6. The Foundation encourages applicants to secure other funding sources and may consider matching or challenge grants in order to stimulate participation from other sources.



7. Successful applicants will be required to provide the CDCF with a one-page written report, including photos when possible, upon the completion of their project.
8. Grant requests for the following are generally deemed to be INELIGIBLE:
  - Research
  - Publication of studies, educational material
  - Seminars, conferences or workshops
  - Tours or travel outside the community
  - Scholarships or fellowships
  - Activities of religious organizations that primarily serve their membership and/or their direct religious purposes
  - Political organizations
  - Advertising, marketing, videos, etc.
  - Fund-raising campaigns
  - Organizations which are totally government funded
  - General endowment or sustaining funds
  - Core operating costs
  - Operating or capital deficits, or to retire debts

*Note: Grants available from donor-directed funds administered by the CDCF are not necessarily restricted by these guidelines.*

## Completing your application

- The application form is provided as a fillable PDF; applicants can complete the form digitally in Acrobat Reader (preferred), or print and complete it by hand.
- Please be as thorough and concise as possible in the completion of the grant application to ensure your application is not delayed or denied consideration.
- Please keep the packaging and presentation of your grant proposal simple; staple or paper clip only.
- Grant application forms MUST be completed in full and be legible.
- Grant applications MUST include applicant organization's operational budget for the current year and accountant-prepared financial statements for the last complete year of operation.
- Additional supporting documents, such as annual reports, brochures/flyers, pictures, etc. MUST NOT exceed six (6) pages; (This does *NOT* include financial statements, quotes or support letters).
- Completed application forms and supporting documentation can be emailed to [Lynnette.wray@cranbrookcf.ca](mailto:Lynnette.wray@cranbrookcf.ca) or dropped off in person at the CDCF office: Suite 250, 100 Cranbrook Street North (second floor of the BC Access Centre building).



# CDCF GRANT APPLICATION FORM

Please ensure you:

- Carefully read and follow ALL Guidelines before completing this application;
- Contact the CDCF Executive Director if you have any questions (250-426-1119); and
- Carefully read and complete each section of the application and provide all the required information identified in the **Checklist** at the end of this application form.

Note: Responses for some fields are limited to the indicated number of characters with spaces.

## Organization/Contact Information

Organization Name (legal entity):

Operating Name (if different):

Address:  City/Town:

P Code:  Website Address:

Charitable Registration No.:	BC Society No.:	CRA Business No.:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Contact Person for this Project:

Name:  Title/Position:

Phone:  Alternate Phone:

Email:

Briefly describe your organization's purpose, key activities, etc.: (max. 1000 characters)

Number of Employees	Full time:	<input type="text"/>
	Part time:	<input type="text"/>

Number of volunteers:	<input type="text"/>
Number of members:	<input type="text"/>



## Project Information

Project Title:

Which CDCF fields of consideration does this project pertain to? *(select a maximum of two)*

Animal Welfare

Arts, Culture and Heritage

Environment

Education

Mental Health & Addictions

Seniors programs

Social and Health Services

Outdoor Recreation, Physical Activity and Sports

**Project Description:** Identify the purpose (goals and objectives), areas of need addressed, anticipated impacts, and opportunities for enhancing community well-being. If applicable, identify the role of other groups/associations that are partnering/collaborating in this project. **Clearly indicate how the requested CDCF funds will be utilized to achieve project objective(s).** (max. 3500 characters)



**Project Plan:** Clearly identify the key actions/activities that will be undertaken and provide a timeline or schedule for implementation of this project. *(max. 2000 characters)*

Is this project  new, or  related to an existing program/initiative? If related to an existing program please provide details. *(max. 500 characters)*

Is this a  one-time, or  continuing project? If continuing, please describe how the project will be sustained in the future. *(max. 500 characters)*

<b>Planned Start Date:</b>		<b>Planned Completion Date:</b>	
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<b>Total Project Budget:</b>		<b>Total \$ amount requested from the CDCF:</b>	
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**Who, and how many, will benefit from this project?** *(max. 1000 characters)*

**Would the project proceed without CDCF support or with partial funding?** *(max. 750 characters)*

**How will you measure the effectiveness and/or impact of this project?** *(max. 1500 characters)*

**How would the Cranbrook & District Community Foundation's contribution, if granted, be acknowledged and publicized by your organization?** *(max. 500 characters)*



## Detailed Project Budget

EXPENDITURES		Total Cost	\$ amount requested from CDCF
Wages & Benefits			
Professional Fees, Honorariums			
Rent / Utilities / Telephone			
Equipment / Supplies / Postage			
Printing / Photocopying			
Publicity / Promotion			
Production / Distribution Costs (attach quotes)			
Capital Items <i>(specify &amp; attach quotes)</i>			
Other <i>(specify)</i>			
<b>TOTAL:*</b>			

REVENUE SOURCES	\$ Confirmed	\$ Requested	In-kind	\$ Total
Organization's contributions				
• <i>Cash</i>				
• <i>In-kind gifts</i>				
• <i>Volunteer services</i>				
Government (specify)				
Other (specify) **				
CDCF Grant Request				
<b>TOTAL:*</b>				

\* The Totals in the boxes in bold must match

\*\* The Foundation encourages applicants to secure other funding sources/partnerships





Please list all CDCF grants received by this organization in the past two (2) years:

Year	Name of Project	\$ amount received from CDCF grants

## Application Checklist

Ensure that you have provided the following information/items in order for your application to be considered for funding:

- Organization operating budget for current year
- Financial statements for last complete year
- Proof of Eligibility – Charitable Registration details page (located at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca))
- Intermediary Agency Agreement (if applicable); see Guidelines section
- Three written quotes (if request is for equipment, publishing, etc.)
- Support letters (partner agencies, participants)
- List of Board of Directors

## Authorization / Verification

Authorized Signatory:

<b>Name:</b>	_____	<b>Title:</b>	_____
<b>Signature:</b>	_____	<b>Date:</b>	_____
<b>Phone:</b>	_____	<b>Email:</b>	_____

- I hereby give the CDCF permission to share the attached grant application package with other potential donors who may have an interest in supporting this application.