Cranbrook & District Community Foundation

GUIDELINES FOR GRANT-SEEKERS

The Cranbrook & District Community Foundation gives modest grants in the following subject areas to enhance the quality of life in all areas of a healthy community for the citizens of Cranbrook and the surrounding district.
1) Arts and Culture
2) Education
3) Health and Physical Activity
4) Social Services
5) Environment
6) Seniors

A   Granting Priorities
1) To give grants to "qualified donees"
2) To improve the efficiency and effectiveness of other registered charities through the holding of conferences and the provision of administrative services
3) To convene meetings that provide a forum to consider community priorities and action around emerging and existing community needs and how best to meet them. (The meetings are not intended to influence public opinion.)

B   The fields of consideration are:
1) The relief of poverty
2) Educational needs
3) Social welfare and health issues
4) Programs for the aged and disabled
5) Preservation and protection of the environment
6) Advancement of the arts, culture and heritage
7) The prevention of delinquency and substance abuse

C   Eligibility
In order to be eligible, the applying organization must:
1) Be providing services which directly benefit the citizens of Cranbrook & District
2) Be a registered charity under the Income Tax Act (grants are not given to individuals)
3) Make services available without discrimination
4) Provide all information requested according to the Foundation Grant Proposal Requirements
5) Demonstrate fiscal and management responsibility

Note: When granting funds are limited, priority will be given to organizations and/or projects that have not received funding in the prior year.

D   Restrictions
1)   Grants will only be awarded for definite purposes and for projects covering a specific time period
2)   Funds may be available for some start-up projects filling 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 state.
3)   The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased response from other sources.
4)   Grants are not ordinarily made towards:
5)   Research
6)   Publication of studies, educational material
7)   Seminars, conferences or workshops
8)   Tours or travel outside the community
9)   Scholarships or fellowships
10)   Activities of religious organizations that serve primarily their membership and/or their direct religious purposes
11)   Political organizations
12)   Advertising, marketing, videos, etc.
13)   Fund-raising campaigns
14)   Organizations which are totally government funded
15)   General endowment or sustaining funds
16)   Core operating costs
17)   Operating or capital deficits, or to retire debts

Grants available from other donor-directed funds administered by the Foundation are not restricted by these guidelines

Cranbrook & District Community Foundation

GRANT APPLICATION FORM
Box 242 Cranbrook, BC V1C 4H8

Organization (legal name)

Organization operating name (if different than above)

Address

Phone No.

Fax No.

E-mail address

Contact Person

Phone No.

Registered Charity No.

Registered Business No.

BC Society No.

Project Title

Project Description

Amount Requested: $ Amount Requested $

Please attach Financial Statement for last complete year

Please attach organization's operating budget for current year: $

Please attach organization mandate and activities

Please attach board of directors details (name, position, contact info)

Project plan and activities. Describe who will do what, and specifically how the CDCF grant

will be used

Project start date: Project End Date:

What will the project achieve and how will it address a community need?

Who will benefit from your project?

How will the community be involved? Will there be collaboration?

How will you measure the success of your project?

Is this a one-time event? If continued, how will it be sustained?

Project Budget Information

Item/ Details	Total Cost	$ from CDCF

Sources of Revenue other than CDCF

Item/Details	Total	Confirmed?