

Community Foundation of the Kootenay Rockies

2019 Grant Application—Cranbrook and area

GUIDELINES

Thank you for your interest in applying for a grant for Cranbrook and area from the Community Foundation of the Kootenay Rockies (CFKR). 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 the 3 guideline pages when submitting your application.

About the Community Foundation of the Kootenay Rockies

The Community Foundation of the Kootenay Rockies (CFKR) was established in 2003 and provided its first community grant in 2004. CFKR is governed by a local volunteer Board.

CFKR's vision, mission, and values are as follows:

Vision: Together, making our communities even better places to live, work, and play, now and forever.

Mission: We build permanently invested endowment funds, provide grants to qualified donees to address local community needs, and offer positive leadership to explore community priorities.

Values: Community, Accountability, Responsibility, Excellence, and Sustainability

Eligible projects will benefit the community and can effectively utilize a grant ranging from a few hundred dollars up to \$1,500.

The Grant Application Process

CFKR 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; and Social/Health Services

CFKR invites eligible community organizations (*see "Things to know before applying" below*) to apply for funding by completing the attached Grant Application. For further information or to arrange an interview, applicants are welcome to **contact Lynnette Wray, CFKR Executive Director: Phone (250-426-1119) or Email (Lynnette.Wray@CFKRRockies.ca)**.

The 2019 application deadline is Friday, March 1, 2019 at 5:00 p.m. MT. 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 CFKR Executive Director and then forwarded to the CFKR Grant Making Committee, which evaluates all eligible applications and provides granting recommendations to the CFKR Board.

All organizations will be notified of their application status once the CFKR 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 CFKR's Cranbrook catchment area, which includes 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, an agency agreement with a registered charity, stating that the registered charity will accept the funds on behalf of the applicant, **MUST** be included in the grant application package. For further information, contact the CFKR Executive Director.
 - Make services available without discrimination.
 - Provide all information requested according to the Grant Application requirements.
 - Demonstrate fiscal and management responsibility by providing the required documentation.
2. Because granting funds are limited, CFKR will give priority to applications from organizations and/or projects that did not receive funding in the prior granting period.
3. Grants provided 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. *An application may include up to 10% of related operating expenses.*
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. CFKR 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 CFKR with a one-page written report, including photos when possible, upon the completion of their project, and no later than December 31, 2019.**

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
- General endowment or sustaining funds
- Core operating costs*
- Operating or capital deficits, or to retire debts

**Note: Grants available from donor-advised funds administered by the CFKR are not necessarily restricted in terms of funding operating costs.*

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.
- If submitting via hard copy, please keep the packaging and presentation of your grant proposal simple; staple or paper clip only. If submitting via email, please scan and email as one complete attachment, rather than a series of individual attachments.
- Grant application forms MUST be completed in full and be legible.
- **Re: financial documentation**, grant applications MUST include the applicant organization's *balance sheet and income (profit/loss) statement for the previous fiscal year* as well as the *budget for the current year*.
 - Organizations that have audited financial statements or an accountant-prepared review are invited to provide that additional documentation, which will be noted during the grant assessment process.
 - For any questions or concerns about the required financial documentation, please contact the CFKR Executive Director, as per the below contact information.
- Additional supporting documents, such as annual reports, brochures/flyers, pictures, etc. MUST NOT exceed six (6) pages; (This does NOT include required financial documentation, quotes, or support letters).

Completed application packages can be emailed to Lynnette.Wray@CFKRockies.ca or delivered to the CFKR Office at 100-131 7th Ave. S. Cranbrook.

CFKR—Cranbrook and Area Grant Application

Please ensure you:

- Carefully read and follow ALL Guidelines before completing this application;
- **Contact CFKR Executive Director (Ph.250-426-1119, Email: Lynnette.Wray@CFKRRockies.ca)** if you have any questions; 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

Postal Code: Website:

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"/>	Number of Volunteers:	<input type="text"/>
	Part-time	<input type="text"/>	Number of Members:	<input type="text"/>

Project Information

Project Title:

Which 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 CFKR grant would be utilized to achieve project objective(s). (max. 3500 characters)*



Investing in Community For Good and For Ever

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)*

Planned Start Date:		Planned Completion Date:	
Total Project Budget:		Total \$ amount requested from CFKR:	

Who, and how many, will directly & indirectly benefit from this project? *(max. 1000 characters)*

Would the project proceed without CFKR 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 CFKR's contribution, if granted, be acknowledged and publicized by your organization? *(max. 500 characters)*

Details Project Budget

EXPENDITURES		Total Cost	Amount requested from FCF
Wages & Benefits			
Professional Fees, Honorariums			
Rent / Utilities / Telephone			
Equipment / Supplies / Postage			
Printing / Photocopying			
Publicity / Promotion			
Production / Distribution Costs (attach quotes)			
Liability Insurance (if applicable)			
Special materials/ capital items <i>(specify & attach quotes)</i>			
Other <i>(specify)</i>			
TOTAL:*			

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) **				
•				
•				
•				
CFKR Grant Request				
TOTAL:*				

* The Totals in the boxes in bold must match;

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

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

Year	Name of Project	\$ amount received from FCF

Application Checklist

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

- Balance sheet and income (profit/loss) statement for the **previous fiscal year**, as well as the **current year's budget** (OPTIONAL: if available, audited financial statements or accountant-prepared review may also be provided)
- Proof of Eligibility – Charitable Registration details page print-out (<https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html>)
- 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:

Name: _____ Title: _____
 Signature: _____ Date: _____
 Phone: _____ Email: _____

- I hereby give the Community Foundation of the Kootenay Rockies (CFKR) permission to share the attached grant application package with other potential donors who may have an interest in supporting this application.