



SPARWOOD COMMUNITY FUND

2019 *Sparwood Small is Beautiful* Grant Application

GUIDELINES

Thank you for your interest in applying for a grant from the Sparwood Community Fund. 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 Sparwood Community Fund Small is Beautiful Program

The Sparwood Community Fund (SCF) is managed under the auspices of the Community Foundation of the Kootenay Rockies (CFKR). Community Foundations are locally-run, public foundations that build and manage endowment funds to support charitable activities in their area.

The Sparwood Community Fund is new and growing its endowment to be spent locally. While the fund is small, we are looking for projects that need only small amounts of funding (i.e. up to \$1000) and will involve several participants. The activity needing funding should benefit the general community.

The goals of the Sparwood Small is Beautiful (SSIB) program are to:

- Connect and engage residents (e.g. improving an area of the neighbourhood)
- Share residents' skills and knowledge (e.g. collaborative art making or storytelling sessions)
- Increase sense of belonging and responsibility to your community (e.g. removal of invasive plant species)
- Respect and celebrate diversity (e.g. instructions for special crafts or celebration of special holidays of other cultures)

The Grant Application Process

The Sparwood Community Fund 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, a Sparwood Community Fund Steering Committee member, may be requested by applicants. (**Contact Beverly MacNaughton at 250-425-2423 to make interview arrangements.**)



The 2019 application deadline is Friday, March 1, 2019 at 5:00 p.m. MT. If funds available for this year are fully committed, the project may be considered for funding in the following year.

Applications will be reviewed for eligibility and completeness by the Sparwood Community Fund Steering Committee, which evaluates all eligible applications and provides granting recommendations to the CFKR 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 Sparwood Community Fund catchment area, which includes the District of Sparwood and surrounding rural area.
 - 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 Sparwood Community Fund Steering Committee.
 - 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. 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.*
3. Successful applicants will be required to provide the Sparwood Community Fund with a one-page written report, including photos when possible, upon the completion of their project.
4. 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 **Beverly MacNaughton** 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 forms and supporting documentation can be emailed to manager@sparwoodchamber.bc.ca or dropped off in person at the Sparwood Chamber of Commerce, 141-A Aspen Drive, Sparwood, BC, Attn: Beverly MacNaughton.



Sparwood Small is Beautiful Grant Application Form

Please ensure you:

- Carefully read and follow ALL Guidelines before completing this application;
- Contact Beverly MacNaughton at 250-425-2423 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 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 Sparwood Small is Beautiful 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:	
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Total Project Budget:		Total \$ amount requested from the SCF:	
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Investing in Community For Good and For Ever

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

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



Details Project Budget

EXPENDITURES		Total Cost	Amount requested from CFKR
Professional Fees, Honorariums			
Rent / Utilities / Telephone			
Equipment / Supplies / Postage			
Printing / Photocopying			
Publicity / Promotion			
Production / Distribution Costs (attach quotes)			
Liability Insurance (if applicable)			
Special materials <i>(specify)</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) **				
•				
•				
•				
SCF 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 SCF grants received by this organization in the past two (2) years:

Year	Name of Project	\$ amount received from CFKR

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)
- Intermediary Agency Agreement (if applicable); see Guidelines section
- Support letters (partner agencies, participants)
- List of Board of Directors

Authorization / Verification

Authorized Signatory:

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

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