

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 following areas:

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

CFKR invites **eligible community organizations** (*i.e., qualified donees, or non-profits partnering with a qualified donee, see page G-3*) to apply for funding by completing CFKR's 2020 Grant Application.

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

To indicate which community the application is for, the applicant will check the appropriate box on the Application Form.

- *If the applicant is applying to more than one community, the applicant will submit a separate application for each community.*

Applications will be reviewed for eligibility and completeness by each community as follows, with granting recommendations made to the CFKR Board for ratification. *For further information about the application process, applicants are invited to connect with their local community contact person:*

- **Elkford:** Elkford Community Fund Steering Committee
 - **Contact:** Terry Vandale (Ph: 250-425-5700, Email: tvandale@telus.net)
- **Sparwood:** Sparwood Community Fund Steering Committee
 - **Contact:** Bev MacNaughton (Ph. 250-425-2423, Email: manager@sparwoodchamber.bc.ca)
- **Fernie:** Fernie Community Fund Steering Committee
 - **Contact:** Eric Johnstone (Ph. 250-430-7676, Email: FernieCommunityFund@CFKRockies.ca)
- **Cranbrook:** CFKR Grant Making Committee
 - **Contact:** Lynnette Wray (Ph. 250-426-1119, Email: Lynnette.Wray@CFKRockies.ca)

Once the CFKR Board has ratified the granting recommendations, each applicant will be contacted regarding the outcome of their application, 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 ***specific community*** to which they are applying, as per CFKR's service area (see pg. G-1)
 - Be a ***qualified donee*** (i.e., a registered charity, municipal government etc.), as shown by a current ***Revenue Canada Charitable Registration Number***.
 - If the organization that is applying is **not** a qualified donee, then an ***agency agreement*** with a qualified donee, stating that the qualified donee will accept the funds on behalf of the applicant, **MUST** be included in the grant application package.
 - Make services available without discrimination.
 - Provide all information requested, as per the Grant Application.
 - Demonstrate fiscal and management responsibility by providing the following **required financial documentation**.
 - For the **previous fiscal year**, the applicant organization's:
 - Balance sheet
 - Income (profit/loss) statement
 - For the **current fiscal year**, the applicant organization's **budget**
 - Organizations that have ***audited financial statements*** or ***an accountant-prepared review*** are invited to provide this additional documentation, which will be noted during the grant assessment process.
 - For any questions or concerns about the required financial documentation, please connect with **your local community contact person, as identified on page G-2**.
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. CFKR encourages applicants to work with **local vendors**, in order to meet the needs of their respective projects.
8. **Successful applicants will be required to provide CFKR with a one-page written report, including two to three photos (i.e. including consent for CFKR to publicize), upon the completion of their project, and no later than December 31, 2020.**
9. Grant requests for the following are generally deemed to be **INELIGIBLE**:
 - a. Research
 - b. Publication of studies, educational material
 - c. Seminars, conferences, or workshops
 - d. Tours or travel outside the community
 - e. Scholarships or fellowships
 - f. Activities of religious organizations that primarily serve their membership and/or their direct religious purposes
 - g. Political organizations
 - h. Advertising, marketing, videos, etc.
 - i. Fund-raising campaigns
 - j. General endowment or sustaining funds
 - k. Core operating costs*
 - l. 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 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 (i.e., staple or paper clip only). If submitting via email, please scan and email as one complete attachment, rather than a series of individual attachments.
- The grant application **MUST** be completed in full and be legible.
- 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).

Please submit your completed application package to the local community contact person, as identified on page G-2.

2020 CFKR Grant Application Deadline: Sunday March 1, 2020 at 5:00 p.m. MT.