

Community Fund of North Kootenay Lake

A Friendly Guide to a Successful Application

IN GENERAL: Please read this guide carefully before completing the project application form.

We recognize the significant effort that goes into preparing grant applications. This guide is to assist your organization in writing a complete submission, with sufficient documentation for CFNKLS to make informed decisions. Please remember that the same form is used for all applications regardless of project type, complexity or size of the grant request. The level of detail you provide should therefore depend on the nature of your project. Some headings may not apply to your project. In those instances, simply indicate n/a.

The space allotted for each question on the application is an estimation of the space you will need to answer the question. If you need more space than provided, please feel free to attach a separate sheet. Keep in mind the reader's available time and do not exceed a page or two per question.

Be sure to describe how you will achieve your objectives and what strategies you will use. Include such details as the geographic scope, number of people involved, and other details that may be appropriate.

Make sure to explain how your project demonstrates inclusiveness and diversity, collaboration or other important factors relevant to your project.

Indicate the degree of community support that exists for your proposal. Attaching letters of support from community and service groups, government representatives or experts in the field who endorse the activity, are helpful to CFNKLS to assess community support. Please limit the total of all your attachments to six pages.

If this is a project that will continue to require funding once the grant ends, indicate what action you have taken or plan to take to secure future or on-going funding.

THE BUDGET: In completing the budget section remember:

- Disregard headings that do not apply to your project.
- Under expenditures, provide details for each item, breaking out all costs and indicating the amounts requested from CFNKLS. If your request is for a lump sum to be applied to any items at the discretion of CFNKLS, simply leave the "Amount requested from CFNKLS" column blank except for the "Total requested from CFNKLS" at the bottom.
- You may be asked for copies of your organization's budget and/or financial statements.
- It is essential to complete **Section C. Project Budget**. This is a summary. You may also attach a more detailed budget and/or "Notes to the Budget" if necessary.

SIGNATURES: The application is to be signed by both the senior staff person and representative of the Board with signing authority, preferably the Chairperson. If the Chairperson is unable to sign, indicate the Board position of the authorized representative signing on behalf of the Board of Directors.

CHECK LIST: Please make use of the check list at the end of the application form to ensure that you are submitting all relevant and required information.

Thank you, from the CFNKLS Grants Committee.