

Community Fund of North Kootenay Lake

nklcommunityfund.org

GRANT APPLICATION FORM

Please read the CFNKLS [Granting Guidelines](#) and [Grant Eligibility Policy](#) before completing this application.

APPLICATION SUMMARY: For Self _____ For non-charitable organization _____

Applicant Organization's
B.C. Societies Reg. Number _____

Revenue Canada
Registered Charities Tax Number _____

Please note that CFNKLS, as an arm of the Osprey Community Foundation, can only provide grants to Registered Charities and other Qualified Donees. Please refer to the CFNKLS [Grant Eligibility Policy](#) for further information.

(a) Organization's legal name _____

(b) Project Title _____

(c) Project Summary Description (Maximum 5 lines)

(d) Amount of Request _____

(e) Total Project Budget _____

(f) Project Contact: Name _____

Title _____

Contact Phone _____

Section A – General information regarding the applicant organisation

1. Address _____

City/Town _____ Postal Code _____

2. Telephone _____ Fax _____

E-mail _____

3. Directors: Attach a complete directors list or fill in below:

Chair/President _____

Telephone _____ Fax _____

Executive Director _____

Telephone _____ Fax _____

Project Manager _____

Telephone _____ Fax _____

4. Organisation mandate/activities: Annual Report attached or brief description below

Section B – Information regarding the project for which funding is being requested

5. Project Duration: From _____ to _____

6. Project background and need for this project

7. Project goals/objectives

8. Project activities and plan of action

9. Expected results of this project

10. Who will benefit from this Project?

11. How will the project be evaluated?

12. If this project is not time-limited, how will it continue after the period of funding ends?

13. CFNKLS can only make grants on a year-to-year basis, but we would be interested to know if this grant application is part of a longer term plan of 3 to 5 years.

14. FOLLOW UP: Grant recipients are required to provide written reports about their projects at the CFNKLS AGM closest to the project's completion. (A project Report Form will be provided to all grant recipients.) Oral reports are also useful in "telling your story", as well as photos, and we very much welcome that kind of feedback.

Please provide the contact information of the person most likely to be responsible for making these reports:

Name: _____

Telephone (s) _____

E-mail address _____

Section C – Project Budget

Expenditures

Item	Description	Cost	Expected from CFNKLS
Salaries/benefits			
Professional fees/ honoraria			
Rent/utilities			
Telephone/ communications			
Office/postage/ equipment			
Printing/photocopying			
Travel			
Promotion/Publicity			
Production costs			
Evaluation			
Other (specify)			
Total Expenditures			

Revenues

Sources	\$ Assured	\$ Potential	Contact & Telephone
Applicant's own contribution			
-cash			
- in-kind			
CFNKLS			
Other Grants:			
Total Revenue			

Section D – Letters of Support

Please attach letters of support for this project. This may not pertain to all applications, but where your project is collaborative in nature, or impacts other organisations, letters of support will enhance your application.

Section E – Signatures

Senior staff person

Signature Title Date

Chairperson/Board member

Signature Title Date

**Please send completed applications and supporting materials to
Community Fund of North Kootenay Lake
P.O. Box 661, Kaslo B.C. V0G 1M0**

APPLICATION DEADLINE – FRIDAY, April 27, 2018

CHECK LIST OF INCLUDED ITEMS

- B.C. Societies Registration number
- Revenue Canada Registered Charities tax number
- Name and contact information for Project co-ordinator
- Contact information for the Applicant Organisation
- Complete information for Section B
- Complete information for Section C – Budget
- Letters of support where necessary
- Signatures
- Letter of agreement with registered charity or qualified donee if applicable