

Community Fund of North Kootenay Lake Society

nklcommunityfund.org

GRANTING GUIDELINES FOR 2021

The intent of CFNKLS is to distribute grant funds to as many registered groups and qualified donees as possible. We invite applications of varying amounts that would contribute to the development of a healthy and diverse community.

CFNKLS embraces a vision of thriving and resilient rural communities of North Kootenay Lake

Eligible projects will include, but are not limited to:

- Arts, Culture, and Heritage
- Children, Youth, and Family
- Community economic development
- Education
- Environment
- Health
- Recreation and Sports
- Seniors
- Social and Community Services
- Other

Eligible projects may engage in any of the following activities:

- Direct service and program support
- Capital projects – equipment
- Action oriented research
- Public awareness
- Innovation
- Capacity building
- Program planning, design and needs assessment
- Scholarship
- Client advocacy

The Application Process

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: The Budget section of the Grant Application **MUST** be completed

- 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

For the current granting cycle applications on the prescribed CFNKLS application form must be received by **Friday, April 30, 2021**

Completed applications may be emailed to: cfnkls.info@gmail.com or mailed to:

**Community Fund of North Kootenay Lake
P.O. Box 661
Kaslo B.C. VOG 1M0**

Your proposal will be carefully reviewed by CFNKLS. While we will review other materials submitted with the application, you should be aware that the CFNKLS Application Form is the primary document considered. If you are not a registered charity or qualified donee you will need to include a copy of your written agreement with the charity or qualified donee. (See CFNKLS Grant Eligibility Policy). Applicants will be advised, in writing, of CFNKLS' decision no later than... To Be Announced.

**If you have questions or require further information contact
cfnkls.info@gmail.com**