

GRANTS APPLICATION PROCESS

PARKSVILLE-QUALICUM FOUNDATION

NOTE: Please read through the following information carefully before completing the grant application form which starts on page 4

Parksville-Qualicum Foundation Overview

Our Policy:

- Through its Community Fund grant program the Parksville-Qualicum Foundation, supports initiatives designed to improve the quality of life for the residents of the area that we serve.
- This area includes: The east coast of Vancouver Island, which stretches from the Lantzville overpass northeast along the coast to Cook Creek and southeast to Cameron Lake. It includes the communities of Nanoose Bay, Errington, Parksville, Qualicum Beach, Coombs, Whiskey Creek, Qualicum Bay, Horne Lake, Bowser, Deep Bay and Lasqueti Island.

Our Guidelines:

- Grants are made to organizations that are registered as Charities with Canada Customs and Revenue Agency.
- The organization must have been in operation for at least one year.
- An organization may be sponsored by another registered charitable organization that has been operational for at least one year.
- All applications are considered on merit and in light of funds available for distribution.
- Due to the limited resources of the Community Fund; in general, grants are not allocated to the same organization more than **twice within a five year period**. (Twice in five years will be counted as five years from the date of the first approved application.)
- Sponsorship will not jeopardize the sponsoring organization's own eligibility for Grants.
- Grants from the Parksville-Qualicum Foundation are awarded on an annual basis in **May**. The deadline date for applications is in **March** of each year and is posted on the Foundation's web site and advertised in the local newspapers.
- An organization /group seeking funds must demonstrate that it has a strong and committed group of volunteers and an effective governance structure in place.

GRANTS APPLICATION PROCESS

Overview (Continued)

Other Important Information:

- Preference is given to projects which:
 - Promote volunteer participation
 - Do not duplicate services provided by other organizations
 - Promote Youth activities
 - Promote cooperation between groups
 - Enhance community self-sufficiency
 - Build on current community strengths to meet locally identified needs
 - Innovative activities that might not happen without the Foundation's support.

- The following are **NOT** normally eligible for grants:
 - Annual Fund Drives
 - Core operating expenses
 - Deficit reduction
 - Direct religious activities
 - Institutions' statutory programs
 - Individuals
 - Political activities
 - Travel costs
 - Building campaigns, however, identifiable components of capital projects may be considered
 - Regular staff wages or Professional fees

PROCEDURES:

- The application process (grant application) requires submission of a formal application by a specific deadline.
- **Only** those applications submitted on the following Foundation Application Form will be considered. Failure to comply could jeopardize your grant application.
- No late applications will be considered.
- Please complete the application form (either in type or if in writing, please use black ink.) and send us **five** copies.
- Attach a list of your Board of Directors or committee members to **each** of the five copies of the application form
- If your group is sponsored by another organization, please complete the Sponsorship area of the form along with signatures of the principles of both the sponsoring group and your group.
- Also, please provide **two** copies of your most recent annual financial statements and a copy of your Annual report.
- The evaluation committee may require further information. A site visit and/or meeting of the parties involved may be required.

GRANTS APPLICATION PROCESS **Overview** (Continued)

Follow-up Procedures

Should your organization be successful and you receive a Grant from the Parksville-Qualicum Foundation, the following steps should be completed:

- Acknowledgement of the Parksville-Qualicum Foundation grant in any publicity - both print and electronic media, generated for your project.
- A written report on the project must be submitted to the Parksville-Qualicum Foundation Grants Committee, **within one year** of receipt of the Grant money. *Note: Failure to comply with this request may jeopardize the committee's consideration of your organization's future requests for funds.*

**PARKSVILLE-QUALICUM FOUNDATION
GRANT APPLICATION FORM**

Organization Name

(Legal): _____

Organization's Operating Name (if different from above)

Address: _____

Phone #: _____ **email:** _____

Fax: _____

Registered Charitable Number for your organization:

Contact Person:

Name: (please print)

_____ Ph: _____ email: _____

Signature: _____

1. Project Description and Plan of Action (up to 3 pages) - Attach to this application form.
2. Project Dates: From _____ To _____
3. Amount you are requesting \$ _____
4. Total Project Budget \$ _____ (5 copies)

Project Name: _____

PROJECT BUDGET

REVENUES

Sources of Revenue	Assured	Potential	Total	Contact/Tel.
Organization			\$	
- Cash				
- In-Kind Gifts				
- Volunteer				
Other (Specify)				
Foundation				
TOTAL			\$	

GRANT APPLICATION (Continued)

PROJECT BUDGET (Continued) EXPENDITURES

ITEMS	DESCRIPTION	COST	PQF AMOUNT
Salaries/Benefits		\$	\$
Professional fees, Honoraria			
Rent/Utilities/postage			
Printing/photocopying			
Travel			
Publicity/Promotion			
Production costs			
Distribution			
Capital (Specify)			
Other			
TOTAL		\$	\$

Notes: Include expenses and revenue with funding from other sources – both anticipated and confirmed.

SPONSORSHIP APPLICATION

In exceptional cases, Parksville-Qualicum Foundation does accept applications for organizations that are not yet registered as charities with Revenue Canada. Such applications must be officially sponsored by another organization that is a registered charity.

The following are the conditions under which such an application will be considered:

- There must be a direct affiliation with the sponsoring organization (charity.)
- A letter from the sponsoring organization's President must be submitted indicating:
 1. The nature of the affiliation or relationship with the organization,
 2. The sponsoring organization's willingness to undertake financial and legal responsibility for the project,
 3. The sponsoring organization's mandate.
- The sponsoring organization must attach:
 - a. A current list of its Board of Directors, including names, addresses and phone numbers.
 - b. The sponsoring organization's financial statements for the last complete fiscal year.

GRANT APPLICATION (Continued)

TO BE COMPLETED BY THE SPONSORING ORGANIZATION

We have read the completed application and agree to be the sponsoring organization for this project:

Authorized Signature: _____

Title: _____

Date: _____

Sponsoring Organization (if applicable)

Name of Sponsoring Organization:

Address

Phone#: _____ email: _____

Fax: _____

Contact at Sponsoring Organization:

Ph #: _____ email: _____

Fax: _____

Sponsor's Registered Charitable Number:

Your Application Package should include:

Completed application form (5 copies)

Completed Project Budget form (5 copies)

Project Description – up to 3 pages (5 copies)

Organization's Financial Statements (5 copies)

Completed Sponsor's information (if applicable – 5 copies)

List of Sponsor's Board of Directors (if applicable – 5 copies)

A copy of Sponsor's last Financial Statement (if applicable)

For information or assistance, please contact

The Parksville-Qualicum Foundation,

Phone: Florence Gray – 250-738-0010

email: pqcf@shaw.ca Attn: Grants Committee

website: parksvillequalicumfoundation.com