

District of Vanderhoof

Grant Application Information Form for Community Groups

If you wish to access the District of Vanderhoof's Grant Writing Assistance Program, please complete the following form providing as much detail as possible about your organization and your proposed project. The information requirements set out here represent the minimum information required for most funding applications. Once complete, retain a copy for your records and either email the form directly to the Grant Writer or drop it off at the District Office to the attention of the Grant Writer. Please remember to include copies of all supporting documentation. You may contact the Grant Writer if you require more information or assistance in completing this form.

Note, as well, that funders have specific deadlines for submitting applications, so please ensure that you provide the Grant Writer with sufficient time to complete your application. The submission of a grant application on behalf of your organization does not guarantee that your application will be approved. Approval decisions are at the sole discretion of the funding agencies.

District of Vanderhoof Grant Writer: Carol Ann Shearer
Email: cas@hwy16.com
Phone: 250-567-6971

PART A: APPLICANT INFORMATION

Application Date: _____

Legal name of your organization: _____

Address of your organization (Street and/or Postal): _____

Primary Contact: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Website Address: _____

Type of Organization:

- Not-for-profit
- First Nations Band (represented by Chief & Council)
- Co-operative
- Post-secondary Institution
- Other. Please specify: _____

Date of Incorporation (YYYY-MM-DD): _____

Society/Charity/Business or GST Number: _____

Is there a specific funding opportunity that your organization is interested in?

Yes No *If yes, provide details of funder, funding program and application deadline.*

Has your organization received grant funding in the past? Yes No

If yes, provide details below.

Project	Funder	Amount	Year

PART B: PROJECT INFORMATION

Project Title: _____

Project Description: _____

Who does this project benefit and how? _____

Start Date (YYYY-MM-DD): _____ End Date (YYYY-MM-DD): _____

Are you partnering with another community organization on this project? Yes No
 If yes, provide details of organization and their role in the project. _____

Project Activities/Action Plan:

Activity	Start Date	Completion Date	Name of Individual Responsible

Project Outcomes (*What do you hope to achieve with this project and how will you measure its success?*): _____

Acknowledgement of Funder (*How will you publicly acknowledge the funding provided?*): _____

Does your project require: Letters of support from other organizations? Yes No
 Resolution from your organization's Board? Yes No

PART C: FINANCIALS

Total Project Budget: _____ Amount of Funding Requested: _____

Describe below other sources of funding received, requested or approved for this project, if any. Funders include provincial, municipal and federal funders, organization's operating or capital revenues; organization's cash or in-kind funds/in-kind donations of material/labour, other.

Source of Funding	Amount	Status of Funding (requested, approved, received)

Detailed Budget Breakdown:

Eligible project costs included in the budget breakdown are all the items/activities that will require funding. The costs should align with the activities set out in your Action Plan. Eligible costs are identified by each funder in their grant application documents, and vary depending upon the individual funder.

Expense: Item/Activity Description	Total Funding Required

PART D: SUPPORTING DOCUMENTS

Where possible and as appropriate, please provide copies of the following documents from your organization:

- Certificate of incorporation
- List of board of directors
- Most recent annual financial statements
- Letters of support from the community and/or stakeholders
- Resolution of support from your organization’s Board
- Confirmation letters for all funding (either received or committed), cash donations, in-kind labour and in-kind materials
- Quotes/cost estimates from suppliers for project expenditures (please get more than one quote/estimate)
- Detailed Project budget
- Record of Volunteer hours

Other: *Please provide any other information that you think will support your application.* _____

Submitted by:

Print: _____ **Sign:** _____

Title/Role in Organization: _____ **Date:** _____

