



GUIDELINES FOR GRANT SEEKERS – GRANT APPLICATION

The Creston-Kootenay Foundation invites applications for projects in the fields of arts and culture; environment; social welfare and health; education; the aged; youth; and heritage.

To decide if your project meets the Foundation's basic criteria, please review the following guidelines.

CRITERIA FOR FOUNDATION SUPPORT:

1. The project will be in the Foundation's service area, Yahk through to Riondel.
2. Grants will be awarded for definite purposes and for projects covering a specific time period.
3. Funds may be available for some start-up projects filling a recognized need. Such projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
4. The Community Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate responses from other sources.
5. Applications are only accepted from Canada Revenue Agency (CRA) Registered Charities. Non-CRA registered charities must have a CRA Registered Charity sponsor.

FOUNDATION GRANTS WILL NOT BE AWARDED:

1. To cover deficits or retire debt.
2. To provide endowment funds.
3. To support the usual operating expenses of established organizations or programs.
4. For sectarian, religious, or political purposes.
5. To support fundraising campaigns or to respond to annual fundraising drives for sustaining support.
6. To organizations that are totally government funded or directed.
7. To organizations not a Revenue Canada (CRA) Registered Charity with a CRA Business Number, or groups without sponsorship by a CRA Registered Charity with a CRA Business Number.

THE APPLICATION PROCESS:

1. Please complete the attached application form and submit four copies along with supporting documents to the Foundation at: **P.O. Box 701, Creston, BC V0B 1G0**
2. For the year 2012, the following submission deadline will apply:

Application deadline: March 31, 2012

Granting decision: May 16, 2012

Grants Issued: June 2012



Box 701 Creston, BC, V0B 1G0

E-mail: ckfcreston@gmail.com

www.ckfoundation.com

Project title: _____

Please complete all sections of this form. (Neatly handwritten applications are acceptable)

Name of Organization: _____

Address: _____

Contact person: _____

Title: _____

Telephone: _____ **Fax:** _____

Email: _____

Applicant's Signature (Chair or President's required)

Revenue Canada's Registered Charitable No. (required): _____

If applicant does not have registered charitable tax status, a completed and signed sponsorship agreement from a CRA registered charitable organization is required.

Name of Sponsoring Organization with Charitable Status (if applicable)

Sponsoring Organization's Revenue Canada Business Number (if applicable):

ABOUT YOUR ORGANIZATION: Briefly describe your Organization and your Mandate.

Project title: _____

ACKNOWLEDGEMENT: How will you give public recognition to the Creston-Kootenay Foundation for their sponsorship? (Onsite sign, recognition in advertising or on letters are suggested)

AUTHORIZATION: On what date did your Board/Sponsors approve this application?

Is there anything else you would like us to know about this project?

AMOUNT REQUESTED \$ _____

Attach to this application:

- List of Board of Directors
- Current operating budget or latest financial statements
- Other pertinent materials to support this application



Project title: _____

PROJECT BUDGET

ESTIMATED EXPENSES

Salaries/fees/honoraria	\$ _____
Printing	\$ _____
Materials/Supplies	\$ _____
Advertising/Promotion	\$ _____
Office expenses *	\$ _____
Other *	\$ _____
TOTAL EXPENSES	\$ _____

ESTIMATED REVENUES

Fees	\$ _____
Donations	\$ _____
Incoming revenues	\$ _____
Fundraising *	\$ _____
Creston - Kootenay Foundation	\$ _____
Other Grants *	\$ _____
Other *	\$ _____
TOTAL REVENUES	\$ _____

*(specify, attach sheet if necessary)

Do you have a reserve fund? Y/N _____ If yes, how much and for what purposes?

