



## GRANT APPLICATION PROCESS

*Please read through the following information carefully before completing the Grant Application Form below.*

### 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 we serve.
- **ELIGIBLE AREAS:** City of Parksville, Town of Qualicum Beach, Qualicum First Nation, Regional District of Nanaimo Areas E (Nanoose, Fairwinds, Red Gap), F (Errington, Coombs Hillier), G (San Pareil, French Creek, Dashwood), H (Deep Bay, Bowser, Qualicum Bay), and Lasqueti Island.

#### Our Guidelines

- Grants are made to organizations that are registered as Charities with Canada 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 **March 31st** of each year and is posted on the Foundation's website 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 Process Overview

## *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:*

- Annual Fund Drives
- Core operating expenses
- Deficit reduction
- Direct religious activities
- Institutions' statutory programs
- Individuals
- Political activities
- Travel costs
- Building campaigns, however specific components of capital projects may be considered
- Regular staff wages or Professional fees

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## 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.
- Complete the application form (either fill it in online and print, or please use black ink to print.)
- Attach a list of your Board of Directors or committee members
- 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 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.

## Follow-up Procedures

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

- Acknowledgement of the 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 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.



# Parkville-Qualicum Foundation GRANT APPLICATION FORM

Organization Name *(Legal)*: \_\_\_\_\_

Organization's Operating Name *(if different from above)* \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Charitable Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature *(print & handwrite)*: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Dates *(to & from)*: \_\_\_\_\_

Amount you are Requesting: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

*\*\*\*Attach a Project Description and Plan of Action (up to 3 pages)*

## PROJECT BUDGET - REVENUES

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



## GRANT APPLICATION FORM (cont'd)

### PROJECT BUDGET - EXPENDITURES

Expenditures	Description	Cost	PQF Amount
Professional fees, Honoraria			
Rent/Utilities/postage			
Printing/photocopying			
Travel			
Publicity/Promotion			
Production costs			
Distribution			
Capital (Specify)			
Other			
<b>TOTAL</b>			

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

## SPONSORSHIP APPLICATION

### Procedures

In exceptional cases, the Foundation accepts applications for organizations that are not registered as charities with the Canada Revenue Agency. 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:
  1. A current list of its Board of Directors, including names, addresses and phone numbers.
  2. The sponsoring organization's financial statements for the last complete fiscal year.



# GRANT APPLICATION

## TO BE COMPLETED BY SPONSORING ORGANIZATION (if applicable)

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

Authorized Signature (*print & handwrite*): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Dates: \_\_\_\_\_

Name of Sponsoring Organization: (*if applicable*) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Charitable Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Application Checklist

Your completed Application Package should include:

- Completed Application Form
- Completed Project Budget
- Project Description (*up to 3 pages*)
- Organization's Financial Statements
  
- Completed Sponsor information (*if applicable*)
- List of Sponsor's Board of Directors (*if applicable*)
- A copy of Sponsor's last Financial Statement (*if applicable*)

For more information or assistance, please contact:



**The Parkville Qualicum Community Foundation**

parkvillequalicumfoundation.com | Ph: 250-951-5609 | resource@parkvillequalicumfoundation.com

Drop completed applications off at the offices of Brent Johnson, 101 - 691 Beach Rd, Qualicum Beach

Attn: Grants Committee, Parkville Qualicum Community Foundation