



Fraser Lake Community Foundation Endowment Society

Creating a legacy for the betterment of the Fraser Lake community

GRANT APPLICATION GUIDE – Intake deadlines April 15th & October 15th

1. Who We Are:

The Fraser Lake Community Foundation Endowment Society is a registered non-profit society located in Fraser Lake, BC. We fundraise through special events and donations to accumulate funds for our endowment fund. This endowment fund is invested under the umbrella of the Prince George Community Foundation. Interest is earned through low-risk investments. The proceeds of these investments are distributed to the community in the form of community grants. **We are awarding grants up to a total of \$5,000 into the community per intake period.**

2. Eligible Applicants Must:

- a. Be a non-profit society or charity, registered business, healthcare provider, or educational facility.
 1. Operate and provide services in the Village of Fraser Lake.
 2. Be an organization willing to work with the Village of Fraser Lake which will act as a recipient to receive and disburse the funds.
 3. Provide a signed copy of the board motion / resolution or a signed letter of permission from administration to apply for this grant.
 4. Use grant funds with-in 6 months of the grant application deadline.
 5. Submit a final report within 30 days upon project completion.

3. Evaluation Criteria

Applications will be evaluated for the following criteria:

- ✦ Completeness of Grant Application Form
- ✦ Eligibility of Applicant
- ✦ Suitability of proposed project as it corresponds to one or more of the Fraser Lake Community Foundation's Granting Priority Areas
- ✦ Awards for Organizations will be granted based on the following:
 - ❖ Impact on the Community (25%)
 - ❖ Relevancy to Granting Priority Areas (25%)
 - ❖ Strength / involvement of local citizens/ volunteers/ partnerships (15%)
 - ❖ Project Financial Budget (15%)
 - ❖ Recognition of Foundation as part of project plan (15%)
 - ❖ Completeness of Application (5%)
 - ❖ Due to the limited funding, some requests may receive lower funds than requested.

4. Granting Priority Areas

Amateur Sport and Community Recreation

- ❖ The Sports & Recreation category will seek to provide grants to assist with the advancement of groups and organizations administering sport and recreation programs, equipment, and services. In addition, this category seeks to provide grants to assist in opportunities to enhance performance of volunteer coaches and officials to the local sport and recreation organizations.

Arts and Culture Activities, including music, theatre, film, dance, literature, painting, sculpture, and pottery.

- ❖ The Arts & Culture category will seek to provide grants to assist with the advancement of the arts such as and not limited to; theatre, musical, poetic, literary, guest performers authors or speakers, exhibitions of an artistic nature, seminars, workshops and artists in residence opportunities.

Business

- ❖ The business category seeks to provide grants to locally owned businesses to assist in capital purchases such as and not limited to purchases of equipment, enhancement of facilities or grounds (excluding façade improvements). This grant may also assist with the advancement of employees through recognized and certified training programs.

Health Care

- ❖ The Health category will seek to provide grants to assist with capital purchases such as and not limited to purchases of equipment, enhancement of facilities or grounds, or any other services that enhance quality of life.

Preservation of Lands or Buildings of Historic or Environmental Value

- ❖ Historical Preservation category seeks to provide grants to assist with the preservation of the history of the benefiting area such as and not limited to collecting and storing historical data, photographs, written literature and archival objects, restoration of historical facilities, maintaining historical lands, providing education with regards to the history of the area.
- ❖ The Conservation & Ecological category seeks to provide grants to assist with initiatives such as and not limited to the advancement of services, program and projects that enhance “Green” sustainable practice opportunities.

5. Timelines for Application / Approval / Notification

Applications must be received **April 15th or October 15th, 4pm to be eligible.** Applications can be downloaded online at <http://fraserlakecommunityfoundation.ca> or picked up at the Village of Fraser Lake Municipal Office, 210 Carrier Crescent, Fraser Lake, BC.

APPLICATION DEADLINES April 15th & October 15th, 4pm. All applications must be received by these dates to be considered eligible for the spring or fall intake period.

Applications will be reviewed, with decision notifications being issued to all applicants within four weeks of the intake deadline.

Please contact the Foundation Director @ 250-699-6257, or edo@fraserlake.ca for further details or to discuss your application prior to submission.



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GRANT APPLICATION

Prior to completing the grant application, please review the Application Guide

1. Application Summary

- a. Organization (Legal) Name: _____
- b. Organization Mailing Address: _____
- c. Are you a Registered Society? NO___ YES___ Society #: _____
- d. Has your Organization received funding from the Fraser Lake Foundation before? NO___ YES___
- e. Has your Organization received funding from other granting agencies in the past 12 months?
NO___ YES___ If Yes from Who and how much _____ \$ _____
- f. Granting Priority Area Project will be Categorized: _____
- g. Project Title: _____
- h. Project Description (**max. 100 words**):

- i. Amount Requested from the Fraser Lake Community Foundation: \$ _____
- j. Total Project Budget: \$ _____
- k. Do You Have Other Sources of Funding? NO___ YES___ Amount: \$ _____
- l. List Names of Other Sources: _____
- m. Do You Have Any In-Kind Donations? i.e., Volunteer Labour NO___ YES___

n. List Amount and Type of In-Kind Donations: _____

2. Organization

a. Board of Directors

Chairperson / President: _____

Secretary / Treasurer: _____

Directors: _____

b. Applicant Information

Name of Person Submitting Grant Application: _____

Phone Number: _____

Email Address: _____

3. Project Information

a. Project Duration – Start _____ Finish _____

b. Why is this project a priority for your organization and what is the impact this project will have on the community? (max 200 words)

c. What are the project goals? (max 50 words)

d. Description of community involvement/ volunteers, and collaboration with other agencies for this project (Max 100 words)

e. How will the project meet one or more of the Priority Areas of the Fraser Lake Community Foundation? (Max 100 words)

- f. How will your organization recognize the Foundation’s contribution to the project? (max 50 words)

4. Project Budget

Please complete the budget below for your project, including expenses and anticipated revenue.

****Please be aware that it is necessary that the Foundation holdback 20% of project funds in order to ensure we receive the final report, photo(s), and photo release(s) upon completion or by no later than six months from the date of notification. ** If the Final Report is not submitted by the required date, the 20% holdback will be FORFEITED by the Grant Recipient. Failure to meet reporting requirements will result in Recipients being ineligible for Fraser Lake Community Foundation grants for 10 years.**

a. Revenue

Revenue Source	Status (Confirmed - Not Confirmed)	Amount	In-Kind Donation	Description of In-Kind Donation
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total Revenue		\$	\$	

