



## INFORMATION FOR GRANT APPLICANTS

Building a Legacy for our Valley Communities  
Box 991, Invermere, B.C. V0A 1K0

[www.valleyfoundation.ca](http://www.valleyfoundation.ca) [info@valleyfoundation.ca](mailto:info@valleyfoundation.ca)

(direct Questions regarding grant to Don Miller [tooth.doc@hotmail.com](mailto:tooth.doc@hotmail.com) or Jenny Richardson [richardson.jenny.george@gmail.com](mailto:richardson.jenny.george@gmail.com))

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### **Policy**

Through its grants program, the Columbia Valley Community Foundation (CVCF) supports projects which enhance the quality of life of the residents of the Columbia Valley, from Canal Flats to Spillimacheen.

Grants are made only to organizations which are registered as charities with Canada Customs and Revenue Agency. ( *See Information Sheet for Applicants to Community Foundations Regarding Charitable Status included in this package*)

All applications are considered on merit and in light of funds available for distribution. Projects that have previously received funding from the CVCF have less chance of approval.

Generally, grants are available only for needs that are not met by other funding sources.

### **Guidelines**

Grants from the CVCF are awarded on a semi-annual basis in the spring and fall of each year.

Organizations seeking funds must demonstrate a strong and committed volunteer Board of Directors, fiscal responsibility, and effective management of resources.

The Board requests that your organization create a short anecdotal story at the completion of your project that describes how your project created a change or benefit to the community. We will be collecting these stories for the generous donors that have made these funds available, and for future fundraising.

Grants are awarded for definite purposes and for projects covering a specific period of time. They are generally for \$2,000 or less, but applications for an amount in excess of this guideline may be considered. *The Columbia Valley Community Foundation is still a young foundation. We look forward to the future when more sizable amounts of funding will be available to the community.*

Small identifiable components of capital projects may be considered.

The following are not normally eligible for grants:

- annual fund drives
- core operating expenses
- building campaigns
- deficit reduction
- direct religious activities
- institutions' statutory programs
- individuals
- political activities
- travel costs
- retroactive funding

Preference is given to projects which:

- encourage more efficient use of community resources;
- demonstrate innovative approaches and techniques to solve community issues, and build individual, neighbourhood and/or community capacity;
- address the root causes of issues in our society;
- promote cooperation and sharing among organizations, eliminating duplication of services;
- promote volunteer participation;

### **Procedures**

You are asked to discuss your project with a designated board member before submitting a completed application.

Your agency may be invited to make a presentation to the CVCF. A representative of your project is expected to attend the CVCF AGM. The CVCF may decide that a site visit is necessary.

The Board of Directors of the CVCF decides all grant applications. You will be advised by letter of the decision. The letter will outline the terms and conditions of any grant.

Note: Any proposed alterations to an approved project must be presented in writing to the CVCF for approval.

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**In submitting your application, ensure that you have:**

1. attached financial statements for the last complete year
2. filled in all requested information regarding your organization
3. been clear about the amount requested
4. been specific on what the grant will be used for
5. been clear on how this expenditure will be used to meet new or emerging needs or supplement current needs
6. included clear guidelines as to how you propose your project will become self sustaining
7. listed precisely how you plan to evaluate the effectiveness of this grant in achieving your stated objectives. The CVCF expects that you will file an interim or final report within six months of receiving the grant. Failure to comply with this requirement will be taken into account in dealing with any future requests for funds.

**DEADLINE: April 20<sup>th</sup>, 2012**

**Decision will be made by the CVCF Board of Director by May 4<sup>th</sup>, 2012**

Please send in your application as early as possible before the deadline.

No late submissions will be considered.

Completed applications to be mailed to the Columbia Valley Community Foundation,  
Box 991, Invermere, B.C. V0A 1K0.