



Fort St. James Community Foundation

Believe in the power of community

GRANT APPLICATION GUIDE 2018

**This Application Guide is intended to accompany the Grant Application Form 2018 provided by the Fort St. James Community Foundation.*

1. Granting Opportunity

The Fort St. James Community Foundation is a registered non-profit society located in the community of Fort St. James. We fundraise annually through special events and donations to accumulate funds for an endowment. This endowment is then invested, alongside the Prince George Community Foundation, and interest earned on these low-risk investments are then distributed to the community in the form of community grants. Grants are available to eligible applicants who reside, operate and provide services in the community of Fort St. James or the Regional District of Bulkley Nechako Area C, Germanson Landing, Manson Creek, and any of the following First Nations: Nak'azdli Whut'en, Tl'az'ten, Binche, Yekooche, and Takla Lake.

For 2018, We are awarding a total of \$10,000 grant funding to the Community.

- a) Community Grants - \$7,500 with a maximum of \$2000 per application.
- b) Education Scholarship Grants - \$1000 with a maximum of \$1,000 per application.
- c) Ambassador Grants - \$1,500 with a maximum of \$500 per application.

2. For the above noted Grants; Eligible Applicants must:

- a. Be an incorporated non-profit society or charity (Community Grants) (Complete Appendix A)
 - Operate and provide services in the community of Fort St. James or the Regional District of Bulkley Nechako Area C, Germanson Landing, Manson Creek, and any of the following First Nations: Nak'azdli Whut'en, Tl'az'ten, Binche, Yekooche, and Takla Lake.
 - Submit an annual operating budget for their most recently completed fiscal year, along with the required Grant Application Form (not required for Scholarship Applications).
- b. Be Individuals who are eligible for the educational scholarship grants only (Education Scholarship Grants) (Complete Appendix B)
 - Be a resident of the community of Fort St. James or the Regional District of Bulkley Nechako Area C, Germanson Landing, Manson Creek, or any of the following First Nations: Nak'azdli Whut'en, Tl'az'ten, Yekooche, Binche, and Takla Lake.
- c. Be a recognized School academic, arts or sports team or individual within the Regional District of Bulkley Nechako Area C (detailed above), to apply for a grant to support the attendance to a provincial or national level competition. (Ambassador Grants) (Complete Appendix C).

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 Fort St. James 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%)
- Financial feasibility (15%)
- Completeness of Application (15%)
- Recognition of Foundation as part of project plan (5%)

Educational Awards for Individuals will be granted based on the following:

- Community Involvement (100%) (This includes all forms of volunteerism, participation in sports, coaching, employment, etc. over the past three years.)

4. Granting Priority Areas

A. Education, through the establishment of scholarship/Bursary funds and the funding of specific educational endeavors;

- This education category will seek to provide scholarships, bursaries, or awards to deserving students who are undertaking education in a post-secondary institution. (Universities, Technology and Trade Schools). Eligibility: High school grads, 1 year to 3 year post-secondary students.
- Educational equipment and or aids for individuals with disabilities pursuing education.
- Local research projects that will provide benefit to communities located within the Community Foundation boundary area. Sponsorship must be with a post-educational institution located in Central Interior Region of BC.

B. Health care, including the funding of medical programs and treatment facilities;

- 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 or patient care in a hospital and long-term or assisted care facility.

C. Programs for the needy and for the alleviation of human suffering and poverty;

- The Social Wellness category will seek to provide grants to assist with services, programs or projects that advance the social well-being of the residents of the benefiting area and contribute to enhancing healthy communities.

D. Amateur sport and community recreation;

- The Sports & Recreation category will seek to provide grants to assist with the advancement of ability of groups and organizations administering sport and recreation programs 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.

E. Arts and cultural activities, including music, theatre, film, dance, literature, weaving, 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 artist in residence opportunities.

F. 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.

G. Conservation & Ecological Enhancement;

- 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 for residential, commercial, industrial and municipal operations

5. Timelines for Application/ Approval/ Notification

Applications will be available as of Tuesday, February 27, 2018.

Applications can be picked up hard-copy at the District of Fort St. James Municipal Office, Fort St. James Library, Nak’azdli Whut’en Band Office, Fort St. James Secondary School, and CNC. Digital copy available online at <http://fsjcf.org>.

Applications will only be reviewed if they are submitted in the following formats (Appendix A, B, and C) provided by the Foundation. Other application formats will not be accepted. Additional pages may be attached but the form itself must not be modified.

All completed applications should be submitted by Friday, March 30, 2018 by Canada Post to:

**The Fort St. James Foundation Society Grant Committee
c/o Box 17,
Fort St. James, BC
V0J 1P0**

All items submitted must be post-marked by this date or prior in order to be considered eligible for grants.

6. Contact

Please contact Joyce Helweg, Foundation Treasurer, at joyhelweg@gmail.com for further details or to discuss your application prior to submitting.

All Applicants will be notified of their application status by May 30, 2018.



Ambassador Grants

The Ambassador Grants are grants given to youths or youth groups (to 19 years of age); that are competing in Provincial/National competitions which include sports, arts, and academics. These grants are awarded to a maximum of \$500.00 per occasion at the discretion of the board of directors.

Grants will be available throughout the year for teams or individuals competing at the Provincial or National level. Applicants are requested to submit a application using the Form Letter in Appendix C to the FSJ Community Foundation that details the Applicant, competition, how the team or individual qualified, location, dates, etc.. Full contact information must be provided. Applications can be sent via email to info@fsjcf.org.

Response to grant requests will generally take three weeks time.

Final Report:

A final report must be sent to the Foundation no later than 30 days after the competition. It must include where the competition was held, when it was held, how the grant recipient(s) placed, and a relevant photo of the recipient(s), with associated photo releases/consent.



Appendix A
Fort St. James Community Foundation

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**2017 GRANT APPLICATION FORM
FOR ORGANIZATIONS**

**Before completing this application please review grant criteria available in our Application Guide.*

1) Application Summary

- a) Organization (legal) name:
- b) Are you a Charitable Organization? No ___ Yes ___ Charitable Org. No. _____
Are you a Registered Non-Profit Society? No ___ Yes ___ Society No. _____
(If so, please provide a copy of your Incorporation Registration Document)
- c) Project title:
- c) Project description (max. 25 words):

- d) Amount requested from the Fort St. James Community Foundation: _____ (Max \$2,000)
- e) Total project budget: _____

2) Applicant General Information

a) Address

PO Box:

Street Address:

City/Town:

b) Contact

Name of person submitting grant:
Phone number:

Email:

Name of person submitting final report:
Phone number:



c) Board of Directors

Chairperson/ President:
Phone number:
Email:

d) Describe your Organization’s mandate and current area of focus (attached) Yes / No

e) How does your project fit into your Organization’s Mandate?

f) Financial information

Financial year from _____(y/m/d) to _____(y/m/d)

Operating budget for current year (attached) Yes / No

Project budget (summary below is sufficient) (attached) Yes / No

Is the project budget incorporated into the operating budget for the current year? Yes / No

3) Project Information (for which funding is requested)

a) Project duration:

From _____(y/m/d) to _____(y/m/d)

b) What are your goals for this project and why is this project a priority for your organization?. (Max. 250 words)

c) Describe planned activities and timeline



e) Description of community involvement/ collaboration with other agencies for this project (Max 250 words)

f) How will the project meet one or more of the goals and focus areas of the Fort St. James Community Foundation (please find priority areas in the Community Foundation Application Guide) (Max 250 words)

g) How will your Organization recognize the Foundation's contribution to this project? Some ways to consider acknowledging the Foundation's support would be:

- A plaque, poster, or other form of recognition at your place of business.
- Inclusion or a reference of the FSJ Community Foundation as a sponsor in your advertising.
- A news release.
- A letter to the editor, or some other form of recognition. (Max 250 words)

****Submission of a final report is required for all grant recipients with pictures and associated photo releases within 30 days of completion or if not complete, by November 30, 2018. ****



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 November 30, 2018. ** If the Final Report is not submitted by Nov. 30, 2018, the 20% holdback will be FORFEITED by the Grant Recipient. Failure to meet reporting requirements may result in Recipients being ineligible in future years.**

a) Expenditure

Expenditure Item	Description	Cash	In kind
Total Expenditure			

b) Revenue

Revenue Source	Anticipated/ Confirmed Status	Cash	In kind
Total Revenue			

Project Expenditure (\$ Negative amount) + Project Revenue (\$ Positive Amount) = \$ _____

Note: Projects with a revenue surplus are not eligible for funding.

Has your Organization received funding from the FSJ Community Foundation before? Yes ___ or No ___

If so, did you submit your Final Report on time? Yes ___ or No ___

Please submit all completed applications by March 30, 2018 to Canada Post at:
Fort St. James Foundation Society Grant Committee
 c/o Box 17, Fort St. James, BC, V0J 1P0

****Post-marked no later than Friday, March 30, 2018 (You may want to check with Canada Post when submitting applications on the final day to ensure they are stamped prior to the deadline).****



Declaration

I confirm by signing below, that the information contained in this application and the accompanying documents are true, accurate, and complete. I have fully disclosed all financial information to the best of my ability.

I understand the information contained in this application will be shared solely with the members of the Fort St. James Community Foundation Board and Granting Committee.

Project Manager

Signature

Printed Name

Board Chair/President

Signature

Printed Name



Appendix B

Fort St. James Community Foundation

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2018 EDUCATIONAL GRANT APPLICATION FORM FOR INDIVIDUALS

**Before completing this application please review grant criteria available in our Application Guide.*

Applicant General Information

a) Name and Address

Name:

PO Box:

Street Address:

City/Town:

b) Contact Details:

Phone :

Email:

2 Education Funding Information

a) Post-Secondary Training you intend to enroll in, why it is important to you, and career aspirations (Max of 250 words):



b) Describe how you have been involved in your Community over the past three years, (This includes all forms of volunteer work, helping your neighbor or a friend, participation in sports or arts activities, babysitting, local employment etc.) (Max 250 words)

Payment of the Educational Award will be made when the student has provided proof of registration at the post-secondary institution. Awards may only be deferred one year. All grant recipients must submit a final report by November 30, 2018, with a picture and associated photo release.

Please submit all completed applications by March 30, 2018 to Canada Post at:

Fort St. James Foundation Society Grant
Committee c/o Box 17, Fort St. James, BC
VOJ 1P0

****Post-marked no later than Friday, March 30, 2018 (You may want to check with Canada Post when submitting applications on the final day to ensure they are stamped prior to the deadline).****

Declaration

I confirm by signing below, that the information contained in this application and the accompanying documents are true, accurate, and complete.

I understand the information contained in this application will be shared solely with the members of the Fort St. James Community Foundation Board and Granting Committee.

Applicant's Signature

Printed Name

Parent/Guardian's Signature if the Applicant is under the age of 19 years

Printed Name



Appendix C

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2018 Ambassador Grants

Ambassador Grant Request Form Letter

**Fort St. James Community Foundation
Box 17
Fort St. James BC
V0J 1P0**

Date:

Attention: Board of Directors

**Subject: Request for Ambassador Grant Funding assistance to attend a
_____ (Provincial or National) competition.**

We/I, _____ Name/Team are/am requesting financial assistance in the amount of \$_____ to attend the following provincial or national competition _____.

We/I qualified for the competition by _____.

The Competition is to be held in _____ (Where) _____, on _____ (When).

Please contact me _____ (Contact person) at _____ telephone No) or at _____ (email address).

Signed _____

(Authorized Signatory of the organization or coach, individual (over 19 years, or guardian)