



# **Fort St. James Community Foundation Grants for 2020**

**Fort St. James Community Foundation  
Will be awarding \$20,000  
In the following categories.**

## **General Granting to Organizations \$15,500**

Applications open March 1, 2020 and close March 31, 2020  
Grants awarded June 1, 2020

## **Educational Grants \$2,000**

Applications are being processed through the Fort St. James  
Secondary School Scholarship Committee.

## **Ambassador Grants \$2,500**

Applications open all year.  
Grants awarded within two weeks of receipt of application



# Fort St. James Community Foundation Grant Application Guide

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## 1. Granting Opportunity

The Fort St. James Community Foundation is a registered non-profit society located in the community of Fort St. James. The Foundation fundraises 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.

## 2. Eligible Applicants must:

- a. Be a registered non-profit society or charity that:
  - Operates and provides 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, Tl'az'ten, Binche, Yekooche, and Takla Lake.

## 3. Evaluation Criteria

Applications will be evaluated for the following criteria:

- 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 (35%)
  - Relevancy to Granting Priority Areas (35%)
  - Demographic that the project addresses (ex. Youth/Seniors, etc.) (30%)

## 4. Granting Priority Areas

### A. Education:

- Educational equipment and or aids for individuals with disabilities pursuing education.
- Scholarships, bursaries, or awards to deserving students who are undertaking education in a post-secondary institution. (Universities, Technology and Trade Schools). Eligibility: High school graduates.
- 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:**

- 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. Social Wellness:**

- 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. Sports and 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.

**E. Arts and cultural activities:**

- 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. Environment and Historic :**

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 for residential, commercial, industrial and municipal operations

**5. Timelines for Application/ Approval/ Notification**

Applications will be available as of March 1<sup>st</sup> of each year.

Applications can be picked up hard-copy at the District of Fort St. James Municipal Office, Fort St. James Library, Nak’azdli Band Office, Fort St. James Secondary School, and CNC.

Digital copy available online at <http://fsjcf.org>.



**Applications must be completed on the form provided by the Fort St. James Community 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 emailed (by PDF attachment) to [info@fsjcf.org](mailto:info@fsjcf.org) or submitted to Canada Post at:

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

**All items submitted must be emailed or post-marked by March 31<sup>st</sup> or before in order to be considered eligible for grants.**

**\*\*If you are mailing on the last day, please ensure with Canada Post that the submission will be postmarked that day.\*\***

**The Foundation Board of Directors does not issue statements of explanation for applications they elect not to fund. Unsuccessful applicants who plan to submit a similar request for funds at a later date are urged to discuss the Foundation's application requirements and funding priorities with a Foundation representative prior to re-submission.**

#### **6. Contact**

Please contact the Foundation at [info@fsjcf.org](mailto:info@fsjcf.org) for further details or to discuss your application prior to submitting.

#### **7. Awards**

All Applicants will be notified of their application status by June 1<sup>st</sup> of each year.



## **NOTICE OF REVISION TO APPLICATION PROCESS**

**The Fort St. James Foundation has revised the application process this year to accommodate some procedural changes, and to better assist and support our local organizations. We are now starting with a “Letter of Intent” to simplify the paperwork, and reduce the workload on volunteers.**

**After reviewing the Letters of Intent the Foundation will then work with the applicants to establish partnerships if necessary, fine-tune the details, and assist them in completing a full application in order to proceed.**

**We appreciate you working with us as we establish these new procedures.**



## LETTER OF INTENT FORM

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

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### 1) Name of Organization

- A) Charitable Registration Number: \_\_\_\_\_
- B) Registered Non-Profit Society Number: \_\_\_\_\_
- C) Full Address:  
\_\_\_\_\_
- D) Phone: \_\_\_\_\_
- E) Email: \_\_\_\_\_

### 2) Contact Name

- A) Full Address:  
\_\_\_\_\_
- B) Phone: \_\_\_\_\_
- C) Email: \_\_\_\_\_

### 3) Organization Mission or Mandate:

### 4) Project description (max. 250 words):



5) **Granting Priority Area(s) that your Project Addresses:** \_\_\_\_\_

6) **The Demographic(s) that your Project Addresses (Sector of Population ex. Youth, Senior, etc.):**  
\_\_\_\_\_

7) **Project Start and End Date:** \_\_\_\_\_

8) **Estimated Total Cost of Project:** \_\_\_\_\_

9) **Amount requested from the Foundation (max of \$3000):** \_\_\_\_\_

10) **Do you have other financial support confirmed? If so who and how much?** \_\_\_\_\_  
\_\_\_\_\_

Please submit your completed “Letter of Intent” by the March 31<sup>st</sup> deadline or before, by email (using PDF attachment) to [info@fsjcf.org](mailto:info@fsjcf.org), or to Canada Post at: [Fort St. James Foundation Society Grant Committee](#) c/o Box 17, Fort St. James, BC, V0J 1P0

*\*\*Mailed documents must be post-marked no later than March 31, 2020 (You may want to check with Canada Post when submitting applications on the final day to ensure they are stamped prior to the deadline).\*\**