



# **Grant Application 2024**

**North Thompson Communities Foundation – Grant Application**

**DEADLINE DATE FOR APPLICATION; April 19th, 2024**

**AGENCY INFORMATION:**

Name of Organization:

Federal Charitable Registration # \_\_\_\_\_

Mailing Address:

E-mail:

Telephone No:

Primary Contact Person:

Position:

E-mail:

Telephone No:

**GRANT REQUEST:**

Project Title:

Anticipated start and completion dates of project:

Provide a brief 2 or 3 sentence description of the project:

Amount of grant funding requested: \$\_\_\_\_\_

This application must be accompanied by the documentation requested on page 2, and must be signed by the Chairperson of the Organization and one other Director

Signature\_\_\_\_\_ Position \_\_\_\_\_

Signature\_\_\_\_\_ Position\_\_\_\_\_

Date\_\_\_\_\_

# North Thompson Communities Foundation

## GRANT INFORMATION:

1. The goal of the Grant Committee is to award the grants by April 30th, 2024. All applicants will be notified of the Committee's decision.
2. The Grants Review Committee may request additional information upon review of the application and information submitted.
3. Organizations will be required to sign a commitment letter wherein you will undertake the following:
  - (a) That the funds will be used only for the purpose indicated on your application form and for which the funds are approved.
  - (b) That the funds will be expended for this purpose by the date indicated on your application form.
4. It is necessary that the applicant provide payment for the project prior to requesting reimbursement from the Foundation. Copies of the receipts for payment of goods, materials, etc. for the project are required when disbursement is requested. Please notify the NTCF upon completion of the project and include all necessary receipts when requesting reimbursement.
5. Upon completion recipients are asked to include a very brief report summarizing the outcome and highlights of their project. Include any photographs or commentaries that showcase the project.
6. Please advise the Grant Committee as to how the Foundation has been acknowledged and include this with the final report.

## GENERAL POLICIES:

1. The final decision on all grants rests with the NTCF Board of Directors
2. As a basic guideline for grant making the Foundation will establish annual priorities for support, based upon an on-going needs assessment and diversification of purposes.
3. Each year the foundation will, based on priorities and funds available, determine the size and range of grants.
4. Grants will be awarded to those projects, which fit the established priorities and enhance the quality of life for residents of the area.
5. Grants will be awarded for equipment or furnishings; for special, new or demonstration projects; or special project funding workshops etc. Generally, we do not fund computer purchases, however some software may be considered.
6. Individuals are not eligible for grants.

## OTHER POLICIES:

1. Grants are made only to organizations which demonstrate a strong committed Board, fiscal responsibility, and good management skills

2. Grants are awarded for definite purposes and for projects covering a specific period of time. Multi-year grants are subject to annual performance review.
3. Grants must be disbursed within 18 months from approval unless otherwise directed by the Foundation. If an extension or changes are required, the NTCF must provide written approval.
4. Preference may be given to projects which fall within the Foundations established priorities and which address themselves to any of the following:
  - (a) Emerging needs
  - (b) Asset-based funding
  - (c) Community-based funding
  - (d) New approaches and techniques to address community needs.
  - (e) Coordination, cooperation, and sharing among organizations, and the elimination of duplicating services
  - (f) Promotion of volunteer participation and citizen involvement
  - (g) Broad community appeal
  - (h) Participation by qualified persons
  - (i) Sharing of talent and cultural background with the community at large
  - (j) Benefits the entire community, as well as encompassing disadvantaged individuals
  - (k) Chances for success and potential future activity
  - (l) Demonstrated need
  - (m) Have sought funding from other sources or acquired other grants, matching or otherwise
  - (n) Equipment needs
  - (o) Partnership funding.
7. Grants are not made to support the core operating expenses of an established organization
8. Grants are not made towards funding operating or capital deficits
9. Grants are not given to support annual fund raising campaigns, form letter requests, or telephone campaigns
10. Grants are not made to establish or add to endowment funds
11. Grants are not made to religious organizations for direct religious activities
12. Grants for team support, sponsorship, conference and travel expenses will not be considered
13. Grants will not be considered if they are to organizations that primarily serve their own members
14. Grants are generally not made towards building funds or capital campaigns, although requests for equipment and furnishings may be considered once building is complete
15. Grants will only be given to organizations within our designated area, which is from Blue River to McLure.

## **Project Description**

**Please provide the following information as attachments to application:**

1. Elaborate on the description of your project to include its purpose and goals, why the project is needed (desired) and how it will be of significance to the community.
2. Provide a project budget (include revenue and expenses). Indicate sources of funding other than the grant that will be used to support his project.
3. Indicate how the North Thompson Communities Foundations' support for this project will be recognized.

## **AGENCY INFORMATION:**

Briefly provide the following information:

1. What is the purpose of the organization: What services are provided? (Include target population, geographic area served and number of people served.)
2. What is the annual operation budget? Who are the major operational funders?
3. Do you have staff? How many full/part time? How many volunteers?

Please include these attachments:

- List of Board of Directors and Officers
- Most recent financial statements and annual report.

## **NOTE:**

1. a copy of your most recent annual report may address most of these questions.
2. If you do not hold a Federal Charitable Number, it will be necessary that you obtain a sponsor/umbrella organization that holds one. Written permission from your sponsor group will be required.

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For further information contact Sandy Wetterstrom 250-674-3774,  
E mail inquiries to: [ntcommunitiesfoundation@gmail.com](mailto:ntcommunitiesfoundation@gmail.com)

**Mail completed application with attachments to:**  
North Thompson Communities Foundation  
Box 121, CLEARWATER, B.C. VOE 1N0

**DEADLINE DATE: April 19th, 2024**