

Grant Application Form

All project details requested below are intended to provide the Grants Committee with information that ensures your project is in line with the established eligibility criteria. It is intended that this form take only forty-five to sixty minutes to complete. Please do not hesitate to contact the Prince George Community Foundation Office with any questions for clarification.

Proponent Information:

Organization:	
Charitable Number*:	
Project Name:	
Contact Person:	
Telephone:	
Email:	
Street Address:	
City, Postal Code:	
Website:	

** All applicants must be a charitable organization, or partner with a charitable organization that can receive the funds on their behalf.*

Type of Grant:

Per the Grant Guidelines, the Prince George Community Foundation can provide a *Regular* or a *Special* Grant. Regular Grants are simply grants of \$500 to \$2,500. Special Grants are grants of up to \$5,000. The difference between the two is that to qualify for a Special Grant your project must have at least two matching contributors in addition to the Prince George Community Foundation (i.e. the project has a \$5,000 contribution from at least two other organizations).

Seed, or Development Grants have a maximum of \$1,000. Development Grants are intended to help organizations flesh out project details for future Prince George Community Foundation project applications, and can cover the costs or research or consulting.

Multiyear Grants require submission of a 3-year project budget in addition to the completion of the application below. Multi-year Grants are available at a maximum of \$2,500 per year, for a maximum of 3 years.

All Grant types require completion of this application form.

	Type of Grant Please check the box that best fits your project application:
	Regular Grant (up to \$2,500)
	Special Grant (up to \$5,000, with at least two other partners)
	Seed Grant (up to \$1,000 for research or consulting)
	Multi-Year Grant (up to \$2,500 per year for 3 years, requires comprehensive budget)

Project Information and Eligibility:

I	Project Description Please provide a brief description of the project (max. 300 words) in the space below:
Please provide any relevant documents as attachments to this report (i.e. program and advertising materials (if any), project planning documents or schedules, etc.)	

II	Project Priority / Impact Please provide a brief description of why this project is a priority for your organization. Please also describe the impact that your project will have on its intended target group (max. 250 words):

III	<p>Community Focus Factors Please provide the information requested below to the best of your knowledge (max 75 words per section):</p>
Please describe how your project promotes or enhances self-sufficiency in the community:	
Please describe how your project strengthens and / or improves the community:	
Please describe how your project utilizes skills and resources that exist in the community:	

IV	<p>Project Duration Please confirm your project timeline below (projects may not start prior to grant award to remain eligible):</p>
Project Start Date:	
Project End Date:	

V	<p>Major Milestones Please describe any major milestones related to delivery of your project:</p>

VI	Eligibility* Please confirm the eligibility requirements below. When the form is automated this will require a check mark, however for the time being please indicate eligibility by placing a “T” (for True) in the right hand column if you are in agreement with the statement on the left.	
A	Please confirm that this project is not similar to any two other projects carried out by your organization and funded by the Community Foundation in the past five years.	
B	Please confirm that your organization is not an individual or a business:	
C	Project expenses are incremental to our existing organizational budget*:	
D	Project expenses will occur following grant award, and not before:	
E	Project expenses do not include covering mortgages or debts:	
F	Grant funding will not be used for contributing to / creating an endowment:	
G	Grant funding will not be used for major capital expenses or for major renovations:	
H	Project costs do not include core organizational expenses, including ongoing maintenance:	
I	Project costs do not include capital purchases that could revert to private ownership:	
J	Project costs do not include travel expenses, or team or club sponsorships:	
K	Any grant received will not be used to supplement an annual funding drive:	
L	Project costs are not for school programs or construction (including playgrounds):	

** Eligibility is simply designed to ensure that PGCF grant funding is not displacing core funding. The Prince George Community Foundation wants to ensure funding is being used to promote an actual project of defined duration that is incremental to what an organization would normally deliver as part of its core product or services, and for which our funding can have an impact (i.e. not too small a contribution to too large a project, not displacing other funding, etc.).*

Financial Information:

VII	Financial Metrics PGCF funding is restricted to a minimum of 20.0% and a maximum of 50.0% of project costs:			
	Cost	Request*	Item	Description
A				
B				
C				
D				
E				
F				
G				
H				
Tot	\$	\$		
Please do not hesitate to attach formal budget documents, financial statements or other information if you believe it will help to clarify your application.				

* Request from the Prince George Community Foundation. Is part of the total cost per item to the immediate left.

VIII	Partners If applicable, please provide a summary of all other organizations that partnered in the project with financial or in-kind contributions in the space provided below (please indicate whether the contribution was in-kind or monetary):	
	Organization / Description	Amount

Other:

IX	Project Metrics	
A	Number of Persons Directly Affected by Project (ex. 4H Club Members):	
B	Number of Persons Indirectly Affected by Project (ex. 4H Club Auction Attendees):	
C	Would this project proceed without PGCF grant funding? (Y=Yes, N=No, M=Maybe)	

X	Area of Interest					
	Please place an "X" in the boxes beside the area where you believe your project best fits:					
	Health		Social Services		Sports and Recreation	
	Education		Arts and Culture		Local Environment	

XI	Demographics							
	Please place an "X" in the boxes beside the area where you believe your project best fits:							
	General		Youth		Family		Seniors	

XII	Community Foundation Awareness
	Please provide a brief commentary on how you heard about the Prince George Community Foundation granting program:

Submission:

Please submit this project report along with applicable attachments to:
pgfoundation@telus.net.

XIII	<p>Confirmation By signing below and submitting my application, I confirm that the information in this application is correct to the best of my knowledge.</p> <p>I am also confirming that, if this application is successful, a final project report will be submitted within 18 months of the grant award, and that my organization will recognize the Prince George Community Foundation in any project related printed materials, signage or events.</p>
Signed*:	

** You may submit via email, and simply make this confirmation statement directly within the text of your email.*

XIV	<p>Submission Checklist These items are required for submission of this application:</p>
	Letter(s) of support. At least one letter of support is required from all applicants.
	Budget or financial documents in support of section IV (if applicable)
	Emailed confirmation statement (if submitting electronically. Part XIII above)
	Partner funding confirmations (per section VIII), if any
	Charitable organization partnership agreement or letter (if applicable)