



## Burns Lake and District Community Foundation Society Grant Guidelines

The Burns Lake and District Community Foundation Society (BL&DCFS) offers grants to organizations performing worthwhile projects to enhance the quality of life in the Lakes District.

The BL&DCF is a fund held by volunteer members of the community for the benefit of local recreation, arts, and culture organizations. It is a fund established through the generous donations of community members like you, and it is designed to give back to local groups for generations to come.

If you would like to become a donor to the foundation, please contact us at 250-692-7587 or visit our website at [www.blcommunityfoundation.org](http://www.blcommunityfoundation.org)

The treasurer of the Foundation determines the amount of funds that are available for distribution, makes recommendation to the board of directors who authorize the distribution by the Community Foundation Society.

### **Eligibility**

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Community organizations are eligible to apply for grants from the BL&DCFS. Grants are not made to individuals or businesses. Organizations must demonstrate effective management and fiscal responsibility. Only organizations that operate within Burns Lake and Lakes District are eligible for funding.

### **Grant Type and Amount**

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Grant application intake will be in the spring of each calendar year. A second grant cycle may be undertaken in the fall at the discretion of the board if funds are available.

The society awards grants of up to \$5,000 to established community groups and organizations.

All grant cheques will be issued by the Village of Burns Lake on behalf of the BL&DCFS.

Funds that are not used as part of the project are to be returned to the BL&DCFS.

## What We Fund

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Projects approved for funding will encompass one or more of the following themes:

- Youth
- Health
- Education
- Arts and Culture
- Sports and Recreation
- Local Environment
- Social Services

The Burns Lake and District Community Foundation supports a broad range of projects that offer a service to the community or approach a community challenge in an innovative fashion. Preference will be given to those projects that:

- Have broad public appeal
- Are widely accessible to the community
- Promote and enhance self sufficiency within the community
- Emphasize and utilize the skills and resources that exist in the community
- Strengthen the social and cultural structure of the community
- Demonstrate partnership and collaboration
- Will realize a significant result with a moderate amount of funding
- Have a definite purpose for a specific period of time

The Committee seeks initiatives which will:

- Involve individuals, groups, and organizations in the community
- Recognize the abilities, skills and resources that exist in the community
- Respond creatively and effectively to local problems and challenges
- Collaborate, facilitate and cooperate for the benefit of the community
- Strengthen the social networks within the community and the commitment of its members to care for one another
- Build on the community's social capital and civic vitality
- Enhance opportunities for growth in the community
- Enhance opportunities for youth in the community

The Burns Lake and District Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during that grant cycle.

## Ineligible Requests

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Projects cannot be considered eligible if:

- Funds requested are an organization's usual operational or core expenses
- Funds are for any expenses which predate the current grant cycle
- Funds are used to cover deficits, retire debts, or mortgage payments
- Funds are to provide for or establish endowments
- Funds are used for sectarian, religious, or political purposes
- Funds are used for team or club sponsorships
- The organization shows a dependency on future funding from the foundation
- The project duplicates services provided by other organizations
- Funding for a national charity

## Grant Application Forms

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Grant application forms are available on-line ([www.blcommunityfoundation.org](http://www.blcommunityfoundation.org)) or can be picked up at the village office.

## Application Submission Checklist

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The following materials must be submitted with every application:

- Grant Application Form (attached)
- Cover Letter
- Project Budget

Upon receipt of the grant, the following requirements must be met:

- At least one representative from the group must attend the granting ceremony for photo;
- A brief final report must be submitted within one year of receipt of the grant to the BL&DCF giving details a brief financial report (sample financial report on page 6);
- Photos of the project (event or construction) are to be submitted for use on the BL&DCF Website.



Burns Lake and District Community Foundation  
PO Box 570  
Burns Lake, BC V0J 1E0  
250-692-7587  
village@burnslake.ca

Applications due March 2, 2017 at 4:00pm

# Grant Application Form

Name of Organization: \_\_\_\_\_

Charitable Registration Number (if applicable): \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Organization Mission or Mandate:**

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**Project Description (development plans):**

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**Check the theme(s) that the project addresses:**

- Social Services       Education       Arts & Culture       Youth
  
- Environment       Health       Sports & Recreation

**Check the demographics that the project addresses:**

- General       Youth       Family       Seniors

**PROJECT DESCRIPTION**

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Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

Amount Requested from the Foundation: \_\_\_\_\_

Are you seeking other financial support:       YES       NO

If yes, please list sources/amounts/percentage:

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Applicant Input:

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**Applications due March 2, 2017 at 4:00pm**  
*Please send the completed form, **including a cover letter and project budget**, to PO Box 570,  
Burns Lake BC V0J 1E0 or email to [village@burnslake.ca](mailto:village@burnslake.ca)*

## Sample Financial Report

### Burns Lake ABC Society Amphitheatre Stage Revitalization Project Financial Report

Lumber	\$1580
Hardware	\$547
Electrical Rewiring (contracted to XYZ Electrical)	\$820
Stage Lighting	\$965
<b>Total:</b>	<b>\$3912</b>

(As an alternative to a financial report, grant recipients may also submit a copy of pertinent receipts)