



Grant Application

Through its grants program the Saanich Peninsula Community Foundation (SPCF) supports activities of various kinds to enrich the quality of life on the Saanich Peninsula.

Please review the POLICY, GUIDELINES and PROCEDURES before submitting a grant application. Applications for consideration must be received by February 28 of each calendar year.

Please complete the following form in the spaces provided

Deliver to: Saanich Peninsula Community Foundation
c/o Elaine Hughesman, CPA, CA
Hughesman Morris, Chartered Accountants
9768 Third Street, Sidney, BC V8L 3A4

Part I

Name of Organization _____

Address _____

Telephone _____

Website _____

Email _____

Charitable Registration # _____

Executive Director /
Manager _____

Contact Person for this
request _____

Name of project for which
funds are requested _____

Amount requested \$ _____

Part II

Mission statement / goals of the organization

Briefly describe the organization's primary activities

How long has the organization existed on the Saanich Peninsula?

of active members:

of full-time staff:

of volunteers:

of part-time staff:

Briefly describe 1 – 3 recent achievements (within past 2 years) of the organization

Briefly describe the project named on Page 1 and its expected outcome

Is this a new or an existing project?

Duration of project Start date _____ End date _____

When are the funds required for the project?

If this project is part of a larger undertaking, please describe

Can this project proceed if SPCF approves an amount less than requested? Yes No

How will the project be promoted?

How will SPCF be recognized for its contribution to the project?

Has the organization received a previous grant from SPCF? Yes No If yes, when?

Part III Proposed Project Budget

Expenses:

Item	Cash	In-kind	Total
TOTAL			

Revenues:

Source - e.g. member donations, fundraising, sponsors, other grants	Cash	In-kind	Total	Pending or confirmed
TOTAL				

Part IV

Board of Directors

Name	Position on board, if applicable	Tel.

Part V

The Saanich Peninsula Community Foundation requires that grant recipients submit a **Grant Evaluation Report** for each grant that is awarded. This report is due 60 days after the completion of the program/project or six months after the date on which the grant was made, whichever comes first. If a program/project extends beyond six months from the date on which the grant was made, grant recipients must submit a Grant Evaluation Report on **progress to date**.

I hereby acknowledge the information and statements herein this application to be true, correct and complete.

On behalf of _____
Name of Organization

I hereby agree to the use of the organization's name in Saanich Peninsula Community Foundation literature if grant moneys are approved.

Signature

Date

Print Name and Title