



*Saanich  
Peninsula  
Community  
Foundation*

*Enriching the lives of residents on the Saanich Peninsula both for today and for the future.*

## 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 on our website before submitting a grant application. Applications for consideration must be received by February 28 of each calendar year.

Please complete the following in the spaces provided.

Signed application forms can be submitted by email: [grants@sp-cf.ca](mailto:grants@sp-cf.ca)

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

### Part 1

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 2**

Mission statement/goals of the organization

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Briefly describe the organization's primary activities

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How long has the organization existed on the Saanich Peninsula?

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# of active members:

# of full time staff:

# of volunteers:

# of part-time staff:

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

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

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Is this a new  or existing  project?

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Duration of project

Start date

End date

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When are the funds required for the project?

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

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

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How will this project be promoted?

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

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

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**Part 3: Proposed Project Budget**

**Expenses:**

Item	Cash	In-kind	Total
<b>TOTAL</b>			

**Revenues:**

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

**Part 4: Board of Directors**

Name	Position on board, if applicable	Tel.

**Part 5**

The Saanich Peninsula Community Foundation requires that the 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, both printed and electronically, if grant moneys are received.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Title*