



## APPLICATION FOR COMMUNITY IMPACT GRANT

Thank you for your passion for our community and for your interest in the Community Impact Grant. The Board of the Bowen Island Community Foundation (BICF) dedicates funds from its Community Impact Fund and distributes grants for community projects that benefit Bowen Island and its residents. **The minimum grant amount awarded is \$2,500 and the maximum amount is \$25,000.**

Throughout this process, we promise:

- That the granting process will be simple, thoughtful, fair and helpful;
- That we will work with you to refine your idea to one that can be funded – we want your ideas to succeed, whether it is with us or not;
- To start from a place of ‘yes’.

Preference will be given to projects which fall within the Foundation’s priorities, as established from time to time by the Foundation Board. The six major areas that we support through grants from the Foundation’s endowment funds are:

- Arts and Culture
- Environment and Parks
- Health and Social Well-being
- Education and Youth
- Seniors
- Community Resilience Building

*Vital Conversations 2017* resulted in eight priority improvement opportunities. These are listed in no particular order below. We urge grant applicants to review the entire [Vital Conversations Report](#), available on the BICF’s website.

- Develop Housing for All
- Bring Healthcare Close to Home
- Support our Youth
- Celebrate Diversity and Inclusion
- Increase our Volunteer Pool
- Expand our Transportation Options
- Create Gathering Places for All
- Take Responsibility for the Stewardship of our Environment

### BEFORE YOU APPLY: ELIGIBILITY

To apply, you **MUST have a Charitable Registration Number or partner with an organization that has one.**

Getting a current list of registered charities on Bowen Island is easy.

Do an advanced search on the [Canada Revenue Agency’s Charities Listings search tool](#) using two terms:

- (1) Charity status – Registered; and
- (2) City and Province: Bowen Island, BC.

Discuss your project with your selected partner organization and get their approval prior to applying. Organizations with current outstanding Community Foundation Grants are not eligible to be partners.



## STAGE 1: YOUR “GOOD IDEA”

Submit the grant application cover sheet (*page 4*) along with a 500-750-word project synopsis. Consider the following in your write-up:

- What Foundation priority area does your project address?
- What impact do you expect or hope your project will have on the community?
- What time period does your project cover?
- How would the grant leverage other funding contributions?
- How will the grant be used (supplies, consultants, hired labour, etc.)?
- How are volunteers involved?
- How will you evaluate the success of your project?

**Submit your cover sheet and project synopsis to: [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com) with “Community Impact Grant Application” in the subject line.**

**The deadline for submission is 5:00 pm on February 15.**

Direct any questions to [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com)

**Confirmation of receipt of submissions will be emailed to the applicant by 5:00 pm on February 16. If you have not received confirmation that your submission was received by this date/time, please contact the BICF Administrator right away at [info@bowenfoundation.com](mailto:info@bowenfoundation.com)**

After applications are received, the Grants Committee will assess each application for:

1. compliance & eligibility;
2. reasonable chance of success based on the specific information provided; and
3. likely impact on the community in the short, medium or long term.

Please note that grants may not be approved to organizations for any of the following factors:

- 100% of a project’s costs
- An organization’s operational overhead
- Expenses incurred prior to the grant application date
- Debt retirement or reserves; mortgage pay-downs; conferences, competitions, symposia, or travel to/attendance at such events
- Fund-raising costs
- Funding for Endowments.



## STAGE 2: INVITATION TO DISCUSS

During the last week of February, all applicants will be notified whether their proposals have been short-listed for further consideration, or not.

Short-listed applicants will be invited to meet with the BICF Grants Committee to:

- provide further details of their project (including a detailed budget of anticipated sources of funds and expenditures);
- answer the Committee's questions, and
- ask any questions of their own.

Applicants will be invited to attend this interview sometime during the first and second weeks of March (exact dates to be confirmed). The Committee will try to be as flexible as possible with days and times.

## STAGE 3: NOTIFICATION

Applicants will be notified by April 1 as to the status of their grant request.

### **The Bowen Island Community Foundation Grants Committee also administers applications for the Knick Knack Nook's Small Grants Program.**

The BICF also draws prospective applicants' attention to the Knick Knack Nook's Small Grants Program which awards grants for environmental and social sustainability initiatives.

**The criteria for those grants are different from the criteria for the Community Foundation's Community Impact Grants. Visit the [Knick Knack Nook's Small Grants Program](#) webpage for details.**

**The Knick Knack Nook applications are also due on February 15.**



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## APPLICATION COVER SHEET

Submit this completed sheet and your 500-750-word project synopsis to [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com).

Print "Community Impact Grant Application" in the subject line of your email.

### PART 1: THE APPLICANT

Full name of the not-for-profit organization (or person) applying	
Contact details of the person leading the application.	NAME: _____ EMAIL: _____ PHONE: _____
Applicant's CRA charitable registration number. IF YOU DO NOT HAVE ONE, PLEASE COMPLETE PART 2	_____ RR _____

### PART 2: PARTNER ORGANIZATION DETAILS (FOR APPLICANTS WITHOUT A CHARITABLE REGISTRATION NUMBER)

Full name of partnering organization	
Partnering organization's charitable registration number	_____ RR _____
Contact details of the person at the partner organization	NAME: _____ EMAIL: _____ PHONE: _____

### PART 3: THE PROJECT

A succinct (one-sentence) description of your project	
Grant amount requested from the BICF	
The additional total value of other grants plus in-kind contributions	



## FINAL REPORTING REQUIREMENTS

As part of accepting the grant for your project, the Community Foundation requires all grant recipients to submit a final report.

**Please use the questions on PAGE 6 to self-evaluate your project.**

You are welcome to attach any photographs, brochures, newspaper articles, or additional information that you wish to share about your project. Please also attach any samples of documents where the BICF was indicated as a supporter.

The purpose of the Final Report is:

- To ensure accountability of entrusted resources
- To learn from our experiences
- To report on the impact of our grants

Any questions concerning this reporting requirement? Please email us at [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com)

**Submit your final report to [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com) no later than December 1 of the year following the grant disbursement (approximately 20 months).**



## FINAL REPORT OUTLINE

*This report should not exceed 2 – 3 pages  
It is acceptable to answer in point form*

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

**Project completion date (if applicable):** \_\_\_\_\_

**Date report completed:** \_\_\_\_\_

**Amount of grant:** \_\_\_\_\_

1. OUTCOMES:

- a. What were the expected outcomes of this project?
- b. Did you alter the expected outcomes and activities as the project evolved?
- c. Were there any unintended outcomes?

2. COMMUNITY IMPACT:

- a. What effect has the project had on the community?
- b. What effect has the project had on your organization?

3. Do you expect to continue this project? Explain.

4. What media coverage did the project receive? Please attach a copy of any publicity materials, articles, brochures, etc. (Note: Photographs – with a signed release – that we could use in our annual report and newsletters are greatly appreciated)

5. What is the most important thing you learned from this project?