



# APPLICATION FOR COMMUNITY IMPACT GRANT

## THE APPLICATION PROCESS

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 \$15,000.

The Foundation Grants Committee will consider applications for Community Impact Grants in two stages:

**Stage 1:** Submit the grant application cover sheet (*see page 4*) along with a 500-word project synopsis to the BICF via email at [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com) no later than 5:00 pm on February 15.

Confirmation of receipt of submissions will be emailed to the applicant by 5:00 pm on February 16.  
**If you have not received confirmation of submission by this date/time, please contact the BICF Administrator at [admin@bowenfoundation.com](mailto:admin@bowenfoundation.com) or 778-835-6802 right away.**

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.

**Stage 2:** During the last week of February, all applicants will be notified whether their proposals have been short-listed for further consideration in Stage 2, or not.

Short-listed applicants will be invited to meet with the Grants Committee to provide details of their project (the budget and whether grant monies might be leveraged in some way; project structure and personnel; timelines; etc.), answer the Committee's questions, and ask any questions of their own.

Prospective recipients 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; interviews will take place in the late afternoon and evening.

The Foundation will announce the recipients of Community Impact Grants at its Annual Meeting. Knick Knack Nook grant recipients will also be announced that evening.

The Foundation Grants Committee will also be administering applications for the Knick Knack Small Grants Program:

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

The criteria for those grants are different from the criteria for the Foundation's Community Impact Grants. However, the Knick Knack Nook applications are also due on February 15th, and will be considered by the BICF Grants Committee and Knick Knack Nook representatives alongside the Community Impact Grant applications.



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## FORM OF APPLICATION

First, decide whether you are eligible to apply.

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: Bowen Island.

If you are eligible, tell us about your “good idea” and WHY you believe it would directly benefit the Bowen Island community.

- who would be involved (e.g. specific individuals, volunteers);
- would the grant leverage other funding contributions;
- what is the expected timing for implementation of your project; and
- what impact do you expect or hope your project will have.

And please, do it in 500 words, on 2 pages MAXIMUM.

By keeping it short, we hope to ease your time burden.

Complete application form on PAGE 4 and attach your 500-word project synopsis in order to submit a compliant application!

**Submit your applications to: [grants@bowenfoundation.com](mailto:grants@bowenfoundation.com)**

*Print “2020 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)



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### DO YOU HAVE A GOOD IDEA? The type of Bowen Island Community projects the Grants Committee is looking for:

The Foundation Grants Committee is interested in all “good ideas”, and especially ones that are compelling in nature.

We continue to be interested in proposals that respond to the spirit of one or more of the improvement opportunities prioritized by community members at the Vital Conversations events in May 2014 and September 2017.

In particular, we point out that:

- *Vital Conversations 2017* resulted in eight improvement opportunities. These are listed in no particular order of priority in the table below. We urge grant applicants to review the entire Vital Conversations Report, available on the BICF’s website.
- A consistent theme at *Vital Conversations 2017* was the recognition of the needs of Bowen’s seniors’ community. The Foundation was mindful of this expression and focused their 2018 on “Intergenerational Giving” and this year’s Giving Campaign on “A Community Working Together”.

If you have a “good idea” for a project that does not fit naturally into one of the improvement opportunities listed in the table (for example: children and youth, the arts, volunteerism, housing, recreation), don’t feel that you need to make it fit to improve your chances. **Please just apply.**

1	Inter-generational	Develop Housing for All
2	Health Care	Bring Healthcare Close to Home
3	Inter-Generational	Support our Youth
4	Public Dialogue	Celebrate Diversity and Inclusion
5	Inter-Generational	Increase our Volunteer Pool
6	Mobility & Transportation	Expand our Transportation Options
7	Community Gathering Places	Create Gathering Places for All
8	Environment	Take Responsibility for the Stewardship of our Environment
9	Sport and recreation	Applications for a one-time sports or recreation grant of up to \$2,500 will be considered to help subsidize any aspect of a program’s costs. No more than one grant will be awarded.
10	Seniors	In 2018, the Foundation has added this category because we recognize that support for seniors is a way for our community as a whole to become stronger, more inclusive, more resilient, and more respectful.



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## COMMUNITY IMPACT GRANT APPLICATION

### Eligibility & Compliance Criteria

1. To apply, you **MUST** have a charitable registration number, or partner with an organization that has one.
2. To be considered, you **MUST** complete and submit this page plus provide a 500-word project synopsis.

### Section 1 - The Applicant

The full name of the not-for-profit organization (or person) applying	
Contact details of person leading the application – include name, address, email address, and phone number/s	
The applicant’s CRA charitable registration number (if you do not have one, please complete Section 2)	

### Section 2 – Partner details (for applicants without a charitable registration number)

Full name and charitable registration number of partnering body	
Contact details of the person at the partner organization – please include name, email address, and phone number/s	

### Section 3 – The Project

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



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## FINAL REPORT

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.**



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## 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. 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?**