APPLICATION FORM

COMMUNITY GRANT/GRANT-IN-AID

Before completing this application form, be sure to review the [Community Grants Policy](https://bowenisland.civicweb.net/document/108495/Policy.pdf?handle=FCAA5EEB333940A1A49769321F969587) on the Bowen Island Municipality website. The policy explains who is eligible to apply and how the decision-making process works. It also includes the criteria that the Community Grants Advisory Committee uses to evaluate every application. In short, it will help you to understand what is behind the questions in Parts 1-3 below.

**Type your answers under each question (except for question 5 which has an option to attach, and question 9 which requires an attachment).**  Please be as brief and clear as possible. There are strict word limits as indicated, but the form has been provided in word format to allow the applicants the possibility of extending textboxes or adding rows.

# **PART 1 – THE APPLICANT ORGANIZATION**

1. **The organization** Which organization is applying for the grant or grant-in-aid?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Contact, Name and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Status:

Registered Charity Registered Charitable No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not for Profit Society Society No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unincorporated Association

Partnering with Registered Charity or NFP Society

Please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PART 2 – THE GRANT REQUEST**

1. **The project, program or event name** What is the project, program, or event for which you seek funding? (From here, we will use the term “project”.)

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| **Project** | **Amount Requested** | **Period Covered** |
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1. **Project description**  Describe the project, including how you will use the grant funds, and when. (350-word maximum)

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1. **Meeting a community need** What specific need does the project address? Does the need relate to the community as a whole, or to a specific group? If there are similar offerings on Bowen Island to meet this need, explain how yours will complement them. (350-word maximum)

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1. **Project budget** What is the total budget for your project?

To support this number, please either complete the table below which has some suggested headings you can amend, add or delete rows or attach a Project Budget that includes: (a) total project expenses; (b) expected funding sources, including “in-kind” contributions; and (c) other income and funding sources applied for (including this grant).

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| --- | --- |
| **Budget Item**  | **$** |
| **Income**  |  |
|  BIM Grant |  |
| Other income (please detail the source of this income) |  |
| Fundraising |  |
| Ticket Sales |  |
|  |  |
| Expenses |  |
| Advertising and Promotion |  |
| Insurance |  |
| Food |  |
| Supplies |  |
| Salaries |  |
| Facilities Rental |  |
| Transportation |  |
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| Balance (Income less Expenses) |  |

1. **Volunteers for the project**  What role will volunteers play in your project? Please provide details of the number of volunteers you expect to involve, the nature of their contributions, and the number of hours they will contribute.

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| **Volunteer Role** | **Volunteer hours** | **Value of Contribution** |
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1. **Evaluation** Where possible, please address the outcomes and outputs of the project (impact, numbers of participants, or things produced. How will you evaluate the success of your project? Please be specific (350-word maximum).

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**Part 3 – SUPPORTING INFORMATION**

1. **Your organization’s experience in the community.** Describe your organization’s history and mission, and the scope of your community service. If you have partnered, consulted or otherwise worked with other community organizations to help get things done, tell us about that, too. (350-word maximum).

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1. **Sound financial and management** Please attach your current YTD and most recent financial year-end statements, including income statements and balance sheets. Tell us your major sources of funding, when this funding expires, and efforts you are making to reach self-sustainability. If your organization doesn’t have these records, provide other evidence of sound financial and administrative management.
2. **Community access** Paint a picture of how the Bowen Island community engages with your organization, and how accessible it is to them. For example:
* How many different people attended/were members/accessed programs in the last year? If people usually attend more than once, how often?
* Do you have paid memberships and, if so, how many?
* Do you charge a user fee for your program/s? If so, how much?
* Do you provide financial or other assistance to enable people to participate in your activities? If so, how do community members access this assistance?

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1. **Other information** This is the space to include anything else that your organization feels is pertinent to its application. (250-word maximum)

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| Email your typed application form and the attachments requested in Question 9 to bim@bimbc.ca with *Community Grant Application* in the subject line.**Application deadline is 4PM Friday, June 17, 2022** |