

**SAMPLE ONLY
– DO NOT SUBMIT THIS FORM**



Grant Application

PROJECT OVERVIEW

Organization Name: _____

Project Name: _____

Primary Contact for this Grant: _____

Telephone: _____ E-mail: _____

Alternate Contact for this Grant: _____

Telephone: _____ E-mail: _____

Provide a short (one or two sentences) description of your project:

SECTION A

General information about your new initiative

Planned Project Start Date: _____ Planned Project End Date: _____

Project Category(ies) (*Arts, Education, Environment, Recreation, Social Programs*)

Number of People your Project will Impact: _____

Project Rationale: *Why is your project necessary, what problems and/or challenges will be addressed?*

Name of Organization: _____

Goals and objectives: *What do you plan to achieve with this new initiative?*

Empty text box for goals and objectives.

Description of activity and plan of action: *How are you going to carry out the project?*

Empty text box for description of activity and plan of action.

Name of Organization: _____

Description of community involvement and/or partnership with other agencies:
What skills and resources within our community do you plan to use?

Empty response box for community involvement and resources.

How will your organization evaluate the success of the project?

Empty response box for evaluation of project success.

What are your plans to provide enduring recognition of the grant?

Empty response box for plans for enduring recognition of the grant.

Name of Organization: _____

SECTION B

PROJECT EXPENSES – what will all the costs be?

Please give details of expenses specifically related to your project. Include all items such as materials and labour, salaries/benefits, professional fees, rent/utilities/telephone, equipment/supplies/postage, printing/photocopying, travel, publicity/promotion, distribution, and any other relevant expenses.

If more room is required, you may attach a separate document.

<i>Expense Item</i>	<i>Amount</i>	<i>Verification (quote, estimate...)</i>
Total - A		

PROJECT REVENUE – where is the money coming from to cover all the costs?

1. Contribution from your organization

<i>Cash, In Kind, Volunteer...</i>	<i>Amount/Value</i>
Total - B	

2. Please indicate all other sources of funds (donations, grants etc) to be used to complete the project:

<i>Funding Source...</i>	<i>Amount/Value</i>	<i>Confirmation (as applicable, attach approval letter or provide the date of when approval is expected)</i>
Total - C		

Amount requested from Quesnel Community Foundation...		\$
Total Project Revenues <i>(excluding this Grant)</i>	Total - B+C	\$
Total Project Cost <i>(should equal Project Revenues + Grant)</i>	Total - A	\$

Name of Organization: _____

SECTION C

Please include/attach the following:

- Confirmation of charity partnership (if your organization is not a registered charity)
- Most recent complete Financial Statements, preferably accountant-prepared
- Financial Statement as at 31st December 2016: Assets & Liabilities, year-to-date Revenues & Expenses
(this does not have to be accountant-prepared)
- Operating budget for 2017, *including* this project
- All applicable quotes, estimates, and confirmations
- Board of Directors List:

<i>Position</i>	<i>Name</i>	<i>Home address(postal code not necessary)</i>
President/Chair		
Treasurer		
Secretary		