



Kimberley & District Community Foundation Grant Application Form

Application Guidance

Thank you for your interest in applying for a grant from the Kimberley & District Community Foundation (KDCF). Before completing this form, please review the following expectations and guidance to ensure your project aligns with our funding priorities and process:

- **Timely Disbursement:** Approved applicants must arrange to pick up their grant cheque within 30 days of notification. If funds are not collected within this timeframe, they may be reassigned to other community initiatives.
- **Follow-up and Storytelling:** As part of our commitment to transparency and community engagement, we may follow up after funds are received to request photos or a brief update showing how the funds were used. Your willingness to share impact stories helps demonstrate the value of community giving.
- **BC Games Grant Advisory:** Amateur sports organizations are strongly encouraged to apply to the BC Games Grant program- particularly for sporting goods and equipment - before requesting funding from KDCF. This helps ensure local KDCF funds can support a broader range of needs.
- **Project eligibility:** You can request funds for projects or events that advance your organization's core mandate. Funds will not be granted for ongoing operating costs (e.g. salaries, utility costs)
- **Maximum funds:** A maximum of \$5,000 per organization is available.

Please note that your final approved application will become part of your grant agreement and will be referenced during follow-up and reporting. We look forward to learning about your initiative and how it strengthens our community.

SECTION 1: Applicant Information

Name of Organization

Mailing Address

Phone

Email

Website

Primary Contact Person

Primary Contact Phone

Primary Contact Email

Secondary Contact Person

Secondary Contact Phone

Secondary Contact Email

SECTION 2: Organizational Status

This grant is only open to Qualified Donees. Please provide your organization's charitable registration information.

☐ **Registered Charity** – CRA Registration #: _____

If you are a Non-Qualified Donee, you must have a fiscal sponsor through a registered charity (Qualified Donee) to receive funds.

SECTION 3: Organization Overview

3.1 Summarize your organization's mandate and major activities (max 250 words):

SECTION 4: Project Information

Project Title

Project Location

Project Start Date

Project End Date

4.1 Project Description

Brief summary of your project (max 300 words):

4.2 Project Goals and Objectives

What will this project achieve and for whom? How will this project have a positive community impact?

4.3 Plan of Action

Outline the steps, key activities, and timeline to achieve your goals.

You may attach a project plan, photos, quotes if available.

The following questions (4.4 through 4.6) are optional, but can strengthen your application:

4.4 Project Dependency

How critical is KDCF's contribution to your project? Would the project proceed without our funding?

4.5 Other Funders

List any other funding sources secured or being pursued for this project.

4.6 Future Sustainability

For new or early-stage initiatives, please include a plan for future funding or how you plan to measure progress.

SECTION 5: Financial Information

Amount Requested

Total Project Budget

5.1 Use of Funds

Clearly outline how and where the KDCF grant will be used in the context of your total project budget (Please attach a project budget).

Will your organization be able to provide interim and final financial reports should they be requested?

☐ Yes

☐ No

SECTION 6: Declaration

I declare that the information provided in this application is accurate and complete to the best of my knowledge.

Applicant's Name (print)

Position with Organization

Signature

Date

Have I remembered everything?

- Required: Project budget, completed application form
- Optional - supporting information: such as photos, project plan, and any other financial or project details you feel necessary to share.

Submit your application and attachments to grants@kimberleyfoundation.ca