



SAANICH LEGACY FOUNDATION
your vision — our mission

GRANT APPLICATION PACKAGE

Saanich Legacy Foundation
PO Box 48204, Victoria, BC V8Z 7H6

Phone: (250) 507-1121

E-mail: slf@saanich.ca
www.saanichlegacy.ca



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GENERAL APPLICATION GUIDELINES

1. All applicants must complete the application form, answering all questions. Additional information may be included.
2. Handwritten or incomplete applications will not be accepted.
3. Applications will be scheduled for review at the next available meeting of the Directors. Applicants may be requested to attend to elaborate on their application.
4. Decisions will be made In Camera and applicants will be notified in writing within seven (7) days.
5. Grants are to be used for the purposes approved by the Foundation and outlined in the application. Any alteration in either the purpose or the time period must receive prior written approval by the Foundation.
6. The project should normally begin 90 (ninety) days after the funds are received.
7. A final report on the project – including complete financials – must be filed with the Legacy Foundation within 30 days of completion of the project. A final report form will be included with the grant payment. It is the responsibility of the grant recipient to file this report. No additional application for funding will be considered until such final report is submitted.
8. One project must be completed before another is considered for funding.
9. Any publications and/or promotional material must acknowledge the full name and support of the Saanich Legacy Foundation. The name of the Foundation may not be altered or abbreviated in any way. Use of the Foundation logo must be approved prior to publication.

April 2008



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Guidelines / Grant Application Information

Application Process

- Step 1:** Read the guidelines to help you determine if your project qualifies
- Step 2:** Complete and submit the application form to the Foundation
- Step 3:** You will be advised when your application is being considered; it is beneficial if you or someone from your organization attends the meeting. Decisions are made In Camera and you will be advised in writing within seven (7) days regarding disbursement arrangements.
- Step 4:** Submit a final evaluation to the Foundation within 30 days of the project's completion.

Grant Outlines

The Saanich Legacy Foundation supports activities in the following areas:

- **Youth** – to support youth development in community leadership
- **Arts & Culture** – to support pursuit and appreciation of arts in the community
- **L.I.F.E.** – to support projects which provide opportunities for low income residents
- **Parks, Paths & Pavilions** – to support green space development, awareness and appreciation

Grant Guidelines

Please review the following general guidelines before submitting a grant application:

1. Registered charities, community organizations and/or individuals residing in or conducting their primary activities within the District of Saanich are eligible.
2. Organizations must demonstrate a strong and committed board, fiscal responsibility and effective management.
3. Preference is for projects which benefit the residents and community of the Saanich region.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. All applications are considered on merit and in light of funds available for distribution.
6. Due to demand and limited resources, there may be a limit of grants disbursed.
7. Preference is given to programmes which promote volunteer participation and which do not duplicate services provided by other organizations.

Grant Guidelines continued....

8. Pilot projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage.
9. Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
10. Grants range from \$100 to \$10,000 depending on the project and available funds.

Deadlines

FOR 2008 ONLY, grant applications will be received throughout the year and scheduled for the next available meeting of the Directors.

- As of January 1, 2009, submission cut-off dates will be **March 15 and October 15** of each year.
- If the date falls on a weekend, the submission deadline is moved to the following Monday.
- Applications are reviewed at the next regularly scheduled Director's meeting.
- Applicants may be expected to attend the meeting to elaborate on their application.
- Decisions are made In Camera; successful applicants will be notified within 7 days of the decision.

Eligibility

Any organization in the District of Saanich that is registered as a charity with the Canada Revenue Agency or a qualified donee is invited to apply for a grant from the Saanich Legacy Foundation.

Individuals and organizations that do not meet the above requirement may still be eligible for support. Please contact the Saanich Legacy Foundation to discuss your project prior to submitting an application.

The following are **ineligible** for funding:

- Annual funding campaigns and fundraising initiatives
- Capital campaigns, however identifiable components of capital projects may be considered
- Conferences
- Deficit reduction and retroactive funding
- Direct religious activities and political activities
- Institutions' statutory programmes
- On-going core operating expenses and regular staff wages
- Travel costs

Evaluation Process

Applications will be evaluated on their ability to meet the criteria identified by the SLF. Those criteria will include:

- Relevance and adherence of a given project to the stated mandate of the SLF
- Degree of measurable benefit to the community
- Participation of other partners (corporate, service clubs, private individuals)
- Degree of community involvement in planning and development of the project
- Ability of the applicant to manage and administer funds in an accountable manner for the stated purposes.

The focus in all instances will be on promoting community involvement, pride and ownership on the part of Saanich residents throughout our growing community.

Final Evaluation

All grant recipients are expected to submit a Final Report within 30 days of completion of the project. All reporting requirements must be met before applying for another grant.

If you have any questions about the information listed above – please contact:

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► APPLICATION FORM ◀

Name of Applicant/Organization: _____		
Contact Person: _____		
Address: _____		
City: _____	Province: _____	Postal Code: _____
Email: _____	Website: _____	
Phone: _____	Cell: _____	

PROJECT INFORMATION:

Title: _____

Start date: _____ Completion date: _____

Number of participants: _____

Project Focus: ___ Youth ___ Arts/Culture ___ Parks/Paths/Pavilions ___ Low Income Opportunities

Project Expenditures

Salaries/Honoraria \$ _____
 Materials/Supplies \$ _____
 Equipment \$ _____
 Other (specify) \$ _____
Total Project Expenses: \$ _____

Project Revenues

SLF Support Request \$ _____
 Government Grants \$ _____
 Earned Revenue \$ _____
 Other (specify) \$ _____
Total Project Revenue: \$ _____
Surplus/Deficit \$ _____

For applications requesting \$2000 or more, please attach a separate, detailed project budget with your application.

See over ►



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FINAL GRANT REPORT

Applicant/ Contact Name: _____
Organization: _____
Address: _____
Project: _____
Phone: _____ E-mail: _____

On a separate sheet(s) please provide the following information:

1. Description of project work completed
2. Project accomplishments (include any indicator measurements or benchmarks, outcomes, expected or unexpected)
3. Lessons learned (include success approaches as well as things you would have done differently)
4. Project Accounting Information (compare actual expenses with budget items funded by the grant and briefly explain any overages or unspent funds)
5. Project photographs*
6. Project media (include press clippings and/or information regarding media coverage)
7. Materials, brochures, reports and any other representative material relating to the project
8. Additional comments
9. Final report must be signed by the Programme or Project Director.

*** Please indicate if you will permit the SLF to use these photographs on its website or other printed and promotional material of the Foundation.**

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APPLICATION FOR RELEASE OF FUNDS HELD IN TRUST

Name of Applicant/Organization: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

E-mail: _____ Website: _____

Phone: _____ Cell: _____

Project Information

Project Title: _____

Start date: _____ Anticipated Completion date: _____

Amount being held in trust: \$ _____

Application date: _____

Requested Amount \$ _____

Date Funds Required _____

Amount Remaining \$ _____

- Indicate original source of funds (i.e.: fundraising, donations, grants) and/or the name of the source:

- Indicate how the funds will be used.

- Will Saanich Legacy Foundation be recognized for its participation in the project? If yes, indicate how.

 Applicant

 Programme or Project Director

Date: _____