****

**Annual Grant Application**

1. Please read the *Grant Guidelines* noted in this section of the web site

**Application is due February 28**

**I Details of your organization:**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your organization a registered society in BC ? Yes No

If so, please provide registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your society have a Federal Charitable Tax Number? Yes No

 Tax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If ‘No’ are you affiliated with an organization who has? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II The mandate of your organization:**

What is your purpose? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What services do you provide to the community?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III Project for which funds are requested (attach information required on 2 pages):**

* Describe the project that you want the Foundation to support
* State the issue or community priorities your project will address
* Note expected start up and completion dates
* Include a detailed project budget including the source of funds and whether or not these have been secured
* Note the amount requested from the Alberni Valley Community Foundation
* Indicate if and how the project will proceed if you do not receive this grant

**IV Other Submission Documents Required**

* You must attach your Society’s most recent annual report, including a financial statement.

**Submit application by February 28 to**

**The Alberni Valley Community Foundation, c/o Echo Centre**

**4255 Wallace St Port Alberni V9Y 3Y6**

For further information contact: John Mayba, Grants Chair by email – djmayba@telus.net

 **V Awarding of Grants**

Your proposal will be reviewed for eligibility by the Board. The Board may ask for further information. All applicants will be contacted to let you know whether or not your grant application has been accepted.

Please note that submitted materials become the property of the Alberni Valley Community Foundation. Final decisions on all grants rest with the Foundation and access to its decisions is restricted.

The Alberni Valley Community Foundation appreciates the opportunity to make site visits if time permits.

**The awarding of all grants takes place in May of each year at the Foundation’s AGM**

**VI After a Grant has been Awarded**

The Alberni Valley Community Foundation requires the following within twelve months after the awarding of the grant and after the project is completed.

* An evaluation of the project
	+ what activities were completed
	+ was the project changed significantly from the original proposal
	+ did the project meet the goals that were set
* A final report – financial (final cost and all funds received) and a description of the result
* Please provide examples of the public recognition of the support received from the Alberni Valley Community Foundation [social media, press reports etc.]
* Did you find that the Community Foundation grant process easy to access, follow and report on?
* This can be mailed to the Echo Centre address. Grant recipients are requested to attend the Foundation’s AGM in late spring to provide a short oral report