2024 Grant Cycle

Community Foundation of the South Okanagan Similkameen

General Info

Are you interested in bringing in a colleague to collaborate with you on this application? Use the Collaborate button in the top right. Learn more here.

Welcome to our application for the 2024 Foundation Grants program! The Community Foundation of the South Okanagan Similkameen will be accepting applications from August 19th - October 15th, 2023. Please check our **website** for more details regarding timelines and FAQ's.

IMPORTANT: we strongly encourage you to read the 2024 Funding Guidelines and this application form in full **BEFORE** you begin writing your application. You can find the Funding Guidelines by clicking on the link above and scrolling to the "Planning Documents" section.

Once you complete this "General Information" section, you will be directed to the section applicable to your grant category ($3,000 or less; more than $3,000; Multi-year Operating), where you will be asked for additional information.

Finally, you will be asked to upload a budget and your most recent financial information in the "Upload Documents" section. You will also have the opportunity to upload other documents such as letters of support, brochures, etc.

We welcome your questions!
Email: Kevin Ronaghan at grants@cfso.net
Phone: 236-500-1243

What kind of organization are you?

Note: registered charities will have a 15 digit number issued by the Canada Revenue Agency, which will include "RR" (the charity program identifier) in the format. Incorporated not-for-profit societies in BC will have an eight digit society incorporation number starting with "S."

Choices

Registered charity
Incorporated not-for-profit society
Unincorporated not-for-profit society

Organizational profile

Please provide us with a summary of your organization. Be sure to touch on your history, mission and mandate, and the communities you serve. If you have a website, please include the address in your response.

Character Limit: 5000

What are you applying for?*

If you are unsure of which of the following options to choose, please contact grants@cfso.net to discuss your project, program or activity. Ineligible activities are listed in the 2024 Funding Guidelines.

Choices

Program/project delivery
Pilot projects/programs
Operations (including multi-year support)
Organizational development activities
Purchase or upgrade equipment or technology
Renovations or repairs
Research projects
Other

If you chose "Other" as your application category, please explain below.

Character Limit: 2500

If you chose "program/project delivery" or "pilot projects/programs":

Please choose one of the following that best describes your activities.

Choices

Continue an existing program
Expand an existing program
Initiate or test a new program

Are you applying for multi-year operating funding?*

Choices

Yes
No

CFSOS offers a limited number of multi-year operating grants of two or three years duration. Multi-year grants are typically made in the $10,000 to $15,000 range per year, and smaller annual grant amounts will be considered. **Please ensure you have consulted with our Grants Administrator (grants@cfso.net) about your multi-year request prior to submitting it.**

Sustainable Development Goals (SDG)*

Please identify at least one of the 17 sustainable development goals that will be addressed by your project, program or activity. This identification helps categorize our grantmaking activities to help us better understand how our funding is having an impact in our region.

If multiple goals are applicable, please choose no more than the top three.

If the activities covered by the grant are not project or program based (such as equipment purchases, renovations or organizational development activities): please indicate the primary goal(s) your organization addresses with its overall work. **Click here to learn more about the SDG**.

Choices

GOAL 1: No Poverty
GOAL 2: Zero Hunger
GOAL 3: Good Health and Well-being
GOAL 4: Quality Education
GOAL 5: Gender Equality
GOAL 6: Clean Water and Sanitation
GOAL 7: Affordable and Clean Energy
GOAL 8: Decent Work and Economic Growth
GOAL 9: Industry, Innovation and Infrastructure
GOAL 10: Reduced Inequality
GOAL 11: Sustainable Cities and Communities
GOAL 12: Responsible Consumption and Production
GOAL 13: Climate Action
GOAL 14: Life Below Water
GOAL 15: Life on Land
GOAL 16: Peace and Justice Strong Institutions
GOAL 17: Partnerships to achieve the Goal

Which community will primarily be impacted by this grant request?*

Please choose the <u>primary location</u> of your project, program or activity when responding to this question.

For example: if your activities primarily occur or are based in Oliver and/or your participants are mostly from that community, choose "Oliver" as your response. You will have an opportunity to highlight other communities or areas in the next question.

Choices

Cawston
Electoral Area A
Electoral Area B
Electoral Area C
Electoral Area D
Electoral Area E
Electoral Area F
Electoral Area G
Electoral Area H
Electoral Area I
Hedley
Kaleden

Keremeos
Lower Similkameen Indian Band
Naramata
Okanagan Falls
Oliver
Osoyoos
Osoyoos Indian Band
Penticton
Penticton Indian Band
Princeton
South Okanagan Similkameen Metis
Summerland
Upper Similkameen Indian Band
Vermilion Forks Metis

Which other communities will be impacted?

Please be as specific and realistic as possible. **A larger number of communities/areas indicated does not necessarily make your application more suitable for funding.** If your impact is limited to the primary location indicated in the previous question, please skip this question.

Choices
Entire RDOS region
Cawston
Electoral Area A
Electoral Area B
Electoral Area C
Electoral Area D
Electoral Area E
Electoral Area F
Electoral Area G
Electoral Area H
Electoral Area I
Hedley
Kaleden
Keremeos
Lower Similkameen Indian Band
Naramata
Okanagan Falls
Oliver
Osoyoos
Osoyoos Indian Band
Penticton
Penticton Indian Band
Princeton
South Okanagan Similkameen Metis
Summerland
Upper Similkameen Indian Band
Vermilion Forks Metis

What is the name of your project, program or activity?*
Character Limit: 250

Amount Requested*
For multi-year grant requests, please indicate the <u>multi-year total</u> here:
Character Limit: 20

Total Project Cost*
Enter N/A if applying for multi-year operating funds.
Character Limit: 20

What is the Start Date for your work?*
This date should be no earlier than January 1, 2024.
Character Limit: 10

What is your anticipated End Date?*
Character Limit: 10

When will you require the grant payment?*
Note - grants will be paid starting in January 2024. Multi-year grants will be disbursed according to the schedule indicated in your application.
Character Limit: 10

What category of grant are you applying for?*
Please complete the section of this application (indicated in brackets) that is applicable to your grant category:

Choices
$3,000 or less (complete the Short Form section)
More than $3,000 (complete the Long Form section)
Multi-year operating support (complete the Multi-year Operating section)

Short Form

Please complete this section if you are applying for $3,000 or less in funding. Review the instructions below and answer the questions that are applicable to your funding request.

Once you have completed this section, please scroll to the "Uploaded Documents" section of the application form.

What are the details of your funding request?
For projects/programs: Please give a brief, but detailed description of your project or program.

- What is the issue or need you are addressing through your project or program?

- Who or what in your community will you be helping?

- What activities will you undertake?

- How will you measure your work?

- Are community partnerships or volunteers involved in the project or program?

- How will you recognize the Community Foundation for your grant?

For activities that are <u>not</u> related to project or program delivery (such as renovations/repairs, equipment purchases or organizational development activities): Please outline the following in your response.

- What will these grant funds be used for? Provide as much detail as possible.

- How will completing this activity help your organization better address the needs of the communities you serve? How will it help your organization deliver its mission?

- How will you recognize the Community Foundation for your grant?

For organizational development activities ONLY, please also tell us the following:

- How did you determined the organizational development work for which you've requested funding is needed by your organization at this time?

Character Limit: 10000

Long Form

If you are applying for more than $3,000, please complete the questions in this section. **When you are finished this section, please scroll to the "Uploaded Documents" section of the application form.**

What is the issue or need you are addressing with your project, program or activity?

Character Limit: 5000

What activities will you undertake to address it?

Character Limit: 5000

What do you want to accomplish with this work?

Be sure to explain how meeting your objectives will contribute to delivering your organization's mission and overall goals. Please also describe how the activities related to this funding request will benefit your community and/or the South Okanagan Similkameen region.

Character Limit: 5000

For organizational development activities ONLY:

How did you determine that this organizational development work was needed for your organization at this time?

Character Limit: 5000

For projects/programs ONLY: please answer the following <u>four</u> questions. (If you are not applying for a project or program, please respond with N/A to these questions.)

1. How will you measure the effectiveness of your work?

Please try to demonstrate how the <u>outputs</u> of your work (number of individuals helped, for example) help to address the <u>outcomes</u> you are working to achieve as an organization (an end to hunger in your community, for example).

Character Limit: 5000

2. If this is an ongoing project/program, how do you plan to fund it past the period of this grant?

Please enter N/A if this question is not applicable to your request.

Character Limit: 2500

3. Was this project/program developed with input from your community?
Choices

Yes
No

If you answered "Yes" to the above question, please tell us more. Highlight the ways your project, program or activity is community-led and/or involves grassroots volunteer support.

Character Limit: 5000

4. Are you working with other organizations on this project/program?
Choices

Yes
No

If you answered 'Yes' to the above question, please tell us more. List the community groups or organizations you'll be working with, and briefly describe their role in your project, program or activity.

Character Limit: 5000

The following question is for <u>all</u> applicants using the Long Form.

How will the Community Foundation be recognized for this grant?

We rely on our grantees and partners to help spread the word on the importance of giving to the Foundation so we are able to grant money to organizations like yourself.

Character Limit: 2500

Multi-year Operating

If you are applying for multi-year operational funding, please complete the questions in this section. **When you are finished, scroll to the "Uploaded Documents" section of the application form.**

Description of Activities

Describe how the funds will be used over the course of the multi-year grant period.

Please ensure any dollar amounts provided here correspond with the budget you'll be asked to upload later in the application.

Character Limit: 5000

Benefits/Impact

How will multi-year operational funding benefit the effectiveness and sustainability of your organization? Please be detailed in your response.

Character Limit: 5000

How will you recognize the Community Foundation for your grant?

Character Limit: 2500

Uploaded Documents

We encourage you to use our budget template for your application. Please download the template by clicking this link. There are formulas imbedded into the template that will calculate totals for revenue and expenses.

Once you have completed and saved your budget, you will be asked to upload it in the next question.

<u>Note</u>: the budget sheets for Years 2 and 3 in our template are applicable to multi-year grant requests only.

Please upload your Budget here:*

File Size Limit: 5 MB

Estimates

Applicants for <u>repairs, renovations or equipment purchases</u> are asked to upload scanned copies of two cost estimates. If this does not apply to your application, please skip this section.

If you are unable to provide two estimates, please briefly outline your reasons below:

Character Limit: 2500

Estimate 1
File Size Limit: 3 MB

Estimate 2
File Size Limit: 3 MB

Financial Statements*
Please upload your organization's most recent financial statements here (audited is preferred, but is not required).

File Size Limit: 5 MB

Supporting Documents
If you have a brochure, letter of support or other supporting documentation, you are welcome to attach it below. Doing so is not a requirement for your application, but it may help our evaluation committee better understand your organization and its work.

Character Limit: 250

Program Brochure or Letter of Support 1
File Size Limit: 3 MB

Program Brochure or Letter of Support 2
File Size Limit: 3 MB

Program Brochure or Letter of Support 3
File Size Limit: 3 MB

Thank you! This is the end of our application form.

If we require additional details or a clarification of information in your application, we will reach out to you. To help us do this efficiently, please be sure the contact details in your organization's profile are up to date.