

2024

**FRASER-FORT GEORGE ENDOWMENT FUNDS  
GRANT APPLICATION**

Please submit this application and supporting documents by

email to: [info@pgcf.ca](mailto:info@pgcf.ca)

by mail or drop off at: **Fraser-Fort George Endowment Funds  
c/o Prince George Community Foundation  
#102-1584 7th Avenue  
Prince George, BC V2L 3P4**

*For Office Use Only*

Application No. \_\_\_\_\_

**Applications must be received no later than March 8, 2024.**

Name of Organization/Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Federal Charitable Registration # (if applicable): \_\_\_\_\_

BC Society # (if applicable): \_\_\_\_\_

Please check which Electoral Area of the Regional District of Fraser-Fort George this grant will be benefitting:

Salmon River-Lakes (RDFFG Electoral Area A)

Chilako River-Nechako (RDFFG Electoral Area C)

Hixon-Woodpecker (RDFFG Electoral Area E)

Willow River-Upper Fraser (RDFFG Electoral Area F)

Crooked River-Parsnip (RDFFG Electoral Area G)

1. Briefly describe your organization's mission, goals, and objectives.
2. Describe the project and its objectives/outcomes.
3. Describe the need the project is to address and who and how many from within the endowment area will benefit.
4. Total funding requested from the Fraser-Fort George Endowment Fund? \_\_\_\_\_

5. List other organizations that are collaborating or partnering with you on your proposed project:

6. If this funding request isn't successful, what contingency plan is in place?

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7. If applicable, how will future maintenance of this project occur (eg: For a community garden, who will be responsible for maintaining the garden in the future?) \_\_\_\_\_

8. What is the proposed project commencement date? \_\_\_\_\_

9. What is the anticipated project completion date? \_\_\_\_\_

10. Has your organization previously applied for funding?  Yes  No

11. If your organization received funding for a previous project, have you submitted your final report? (due Nov 1<sup>st</sup>, 2023)  
 Yes  No

**NOTE: if previously funded project(s) are not complete, ensure that an interim report has been submitted. FUTURE APPLICATIONS WILL NOT BE CONSIDERED if final reports have not been submitted.**

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**The following are mandatory requirements for your application. Failure to provide them by the application deadline may result in your application being rejected.**

- Completed Application form signed by your organization's authorized signatory,
- Provision of project budget details on the attached template, and
- Your organization's previous year's financial statements.

**It is highly recommended that, if applicable, the following documents be included to strengthen your application:**

- Letters of support from other organizations (collaborative partnerships, individuals, other community organizations) that will benefit from your project.
- List of your society's officers (for example: President, Vice President, Secretary, Treasurer).
- Quotes for those elements of the project for which you will require quotes.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Position**

This space is provided if you would care to add further information given on pages 1-2. Please use the number of the item that you are adding information to.

If your request is approved, you will receive an Evaluation Report form with the award letter. At the completion of your project, you will be required to complete the Report answering, among other things, how the project measured up against these kinds of expectations:

- What were the community benefits of the project?
- How did the project build on the strengths and assets of the people and organizations involved?
- How did the project help strengthen community networks between people, neighbours, and/or organizations?
- Names of other organizations involved in the development and implementation of the project?
- What changes would you make, if any, when applying for future grants?
- Describe and provide examples of public recognition given to the project and the funding provided by the Fraser-Fort George Endowment Fund.

**Final reports are due November 1, 2024.**

In Collaboration with:



# 2024 Proposed Budget

**Applicant Name:** \_\_\_\_\_ **Project:** \_\_\_\_\_

**This form must be completed and submitted as part of the Fraser-Fort George Endowment Funds Grant Application.** Please provide the proposed budget for the project that the grant application is being made for, including a detailed description of costs and revenue (including your organization's contributions, membership fees, other grants or donations etc.) On the revenue side, please indicate with a check-mark what form the donation will be in: monetary, in-kind, or other (if other please detail what the donation is at the bottom of this page). Please see an example of how to complete this form on the next page. **\*The total project costs should equal the total revenue.**

Project Cost Details	
Description of Expenses (material, labour, fees, etc.)	Amount
<b>*TOTAL:</b>	

Project Funding Details (how is project being funded?)					
Name of Contributor	Funding Confirmed (Y/N)	Type of Donation			Amount
		Financial	In-kind	Other	
FFG Endowment Funding	N	✓	n/a	n/a	
<b>Other Sources of Funding:</b>					
<b>*TOTAL:</b>					

Please note below any other relevant budget information you would like to include, including in what form any donations described as "Other" may be:

## BUDGET EXAMPLE – Workshop Scenario

Applicant Name: 123 Community Association

Project: Workshop

Project Cost Details	
Description of Expenses (material, labour, fees, etc.)	Amount
Speaker Fees	\$1,000
Workshop Supplies	\$700
Hall Rental	\$1,500
Table & chair rentals	\$300
<b>*TOTAL:</b>	<b>\$3,500</b>

Project Funding Details (how is project being funded?)					
Name of Contributor	Funding Confirmed (Y/N)	Type of Donation			Amount
		Financial	In-kind	Other	
FFG Endowment Funding	N	✓	n/a	n/a	\$1,500
<b>Other Sources of Funding:</b>					
ABC Community Hall	Y		✓		\$1,500
New Sunsets Program	Y	✓			\$200
Table and chair rentals			✓		\$300
<b>*TOTAL:</b>				<b>*TOTAL:</b>	<b>\$3,500</b>

In-kind means donations of labour, equipment, building, etc.  
Financial means cash, cheques, etc.

**NOTE: The total project costs equal the total revenue.**

Please note below any other relevant budget information you would like to include, including in what form any donations described as “Other” may be:

123 Community Association has received a grant from the New Sunsets Program to be used for public education

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