

2025

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 7<sup>th</sup> Avenue  
Prince George, BC V2L 3P4**

*For Office Use Only*

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

**Applications must be received no later than March 7, 2025.**

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)

Robson Valley-Canoe (RDFFG Electoral Area H)

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:

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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>, 2024)

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.**

**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



# 2025 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 checkmark 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:

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## BUDGET EXAMPLE – Workshop Scenario

Applicant Name: 123 Community Association

Project: Workshop

Project Cost Details	
Description of Expenses (material, labour, fees, etc.)	Amount
<i>Speaker Fees</i>	\$1,000
<i>Workshop Supplies</i>	\$700
<i>Hall Rental</i>	\$1,500
<i>Table &amp; chair rentals</i>	\$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	
<i>FFG Endowment Funding</i>	N	✓	n/a	n/a	\$1,500
<b>Other Sources of Funding:</b>					
<i>ABC Community Hall</i>	Y		✓		\$1,500
<i>New Sunsets Program</i>	Y	✓			\$200
<i>Table and chair rentals</i>			✓		\$300
				<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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