



Applying for a Grant

The Beautiful Plains Foundation Inc. was established in 1994.

The Mission Statement of the Beautiful Plains Community Foundation Inc. is:

To preserve and advance the quality of life in the Community by developing permanent endowment funds, making responsible grants and acting as a catalyst for Community philanthropy and leadership.

The "Community" will encompass the Town of Neepawa, the Unincorporated Village of Brookdale and the Rural Municipalities of Rosedale, Langford, Lansdowne and Glenella or their successors.

In order to accomplish the Foundation's mission effectively and efficiently, the staff and Board of Directors have developed a thorough review process for grant applications.

Please follow the **granting guidelines** listed here when completing an application form. (Do not feel restricted to the space provided for answers)

1. Grants are made to registered charities with CRA Registration Numbers and other qualified recipients under the Income Tax Act.
2. Organizations must demonstrate a strong and committed board, fiscal responsibility, and effective management.
3. Applicants must establish that there is a need for their project.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. Capital requests must include a maintenance and replacement plan.
6. Pilot or demonstration projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage
7. The BPCF encourages the participation of others in funding projects and, on occasion, provides matching or challenge grants to stimulate response from other sources.
8. Preference is given to projects which:
 - benefit the whole community
 - encourage more efficient use of community resources.
 - demonstrate new approaches and techniques in the solution of community problems.
 - promote cooperation and sharing among organizations, eliminating duplication of services.
 - promote volunteer participation.
 - strengthen management capabilities.
 - have not yet started
9. Grants are not made to or for:
 - individuals.
 - annual fund drives.
 - establish or add to endowment funds.
 - political activities.
 - direct religious activities.
10. Grant recipients are required to complete a grant report showing accountability for the use of the funds within one year. Failure to complete this report may result in denial of future grant applications.
11. Return completed application form, project budget and attachments by March 30.

GRANT APPLICATION



A. Agency Information

Name _____

Address _____ Email _____

Postal Code _____ Telephone _____ Fax _____

Year Established _____ Website _____

Number of Employees Full time _____ Part time _____

Number of Volunteers _____

Revenue Canada Charitable Registration Number (required) _____

1. What is the purpose of the organization?

2. What services are provided by your organization? – include target population, geographic area served, # of people served

3. How are the operations of the organization funded? (i.e. private, government)

4. What is the last year that your organization received a grant from:

Beautiful Plains Community Foundation _____ Youth Advisory Committee _____

B. Grant Request

Amount Requested _____ Total Cost of Project _____

When are funds needed? _____

Type of grant requested:

_____ One-time capital project

_____ Special or demonstration project

_____ General operating support

Duration of project _____ Projected starting date _____

C. Project Information

1. Describe the project, including the purpose of the project.

2. Describe the involvement of your organization, members of the community and other organizations in the development and implementation of the project.

3. Tell us how the project will benefit the community, who will benefit and the number of people served by this project.

4. Describe consultations with other organizations or experts in this field.

5. Have you approached other sources of support? Yes No

Name	Amount	Confirmed	Unknown

6. If this project is successful, what financial resources will be available for its continuation?

7. How will the Beautiful Plains Community Foundation be recognized in contributing to this project?

8. Indicate how you will measure outcomes ie the success of the project in relation to its goals and objectives.

9. Outline the capacity of your group to conduct this project

10. Identify sources of financial support for the ongoing operating costs to implement a successful demonstration project, or those related to capital acquisition.

11. Would your organization be able to continue with the project if you were to receive only part of the grant requested? Please explain.

D. Attachments

Mark an x if items are attached. (NOT ALL ITEMS MAY BE APPLICABLE. EXPLAIN IF NOT AVAILABLE.)

_____ A1. List of Board of Directors and Officers.

_____ A2. Most recent audited or third party reviewed annual financial statements.

_____ A3. Annual report (if available).

A4. Organization income and expense budgets for:

_____ Last fiscal year

_____ Current fiscal year

_____ A5. Most recent interim financial statements for the current year including **a copy of your most recent bank statement**.

_____ A6. A recent newsletter and/or brochure (if available)

_____ A7. Complete a **detailed project budget** (page 6 of grant application). Include copies of **at least two quotations** for capital acquisitions.

(Note: Attachments should be identified but need not be on separate pages)

E. Authorization

Has your organization authorized this grant application? _____ Date: _____

This application must be signed by two of the Chairperson, President or Treasurer of the organization.

1. Signature _____ Title _____

Name (Please Print): _____

2. Signature _____ Title _____

Name (Please Print): _____

Primary contact for further information:

Name _____ Telephone _____ E-mail _____

Receipt of a grant application will be acknowledged. A meeting with a Foundation Board member(s) may be required during the review process and reference sources will be consulted concerning your application. The review process may take 2 or 3 months.

F. PROJECT BUDGET for BPCF GRANT APPLICATION

Project Expenditures

<u>Items</u>	<u>Cost</u>
Salaries/benefits	\$ _____
Professional fee/honoraria	\$ _____
Capital (specify)	\$ _____
_____	\$ _____
_____	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Project Expenditures	\$ _____

Project Funding

<u>Sources of Revenue</u>	<u>Assured</u>	<u>Potential</u>	<u>Contact/Telephone</u>
Requested from the Beautiful Plains Community Foundation:	\$ _____	\$ _____	
Funding on hand:	\$ _____		
Other Foundations:	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Government(specify):	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Other (specify):	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Total Project Revenue:			\$ _____

Note: Total Project Expenditures must equal Total Project Revenue