

Saanich Peninsula Foundation Society

Grant Application

Through its grants program the Saanich Peninsula Foundation Society (SPFS) supports activities of various kinds to enrich the quality of life on the Saanich Peninsula.

Please review the POLICY, GUIDELINES and PROCEDURES before submitting a grant application. Applications for consideration must be received by February 28 of each calendar year.

Deliver to: **Saanich Peninsula Foundation Society**
c/o Clive Tanner, Chair
2372 Beacon Avenue
Sidney, BC V8L 1X3

Please complete the following form in the spaces provided

Part I

Name of Organization: _____

Address: _____

Telephone: _____

Website: _____

Email: _____

Charitable Registration #: _____

Executive Director /
Manager: _____

Contact Person for this
request: _____

of active members: _____

of employees: Part-time: Full-time: _____

of volunteers _____

Part II

Mission statement / goals of the organization

Briefly describe the organization's primary activities

How long has the organization existed on the Saanich Peninsula?

Briefly describe 1 – 3 recent achievements (within past 2 years) of the organization

Name of Project for which grant is requested

Briefly describe the project and its expected outcome

Is this a new or an existing project?

Duration of project Start date _____ End date _____

Amount requested for this grant \$

When are the funds required for the project?

If this project is part of a larger undertaking, please describe

Can this project proceed if SPFS approves an amount less than requested? Yes No

How will the project be promoted?

How will SPFS be recognized for its contribution to the project?

Has the organization received a previous grant from SPFS? If yes, when?

Part III Proposed Project Budget

Expenses:

Item	Cash	In-kind	Total
TOTAL			

Revenues:

Source - e.g. member donations, fundraising, sponsors, other grants	Cash	In-kind	Total	Pending or confirmed
TOTAL				

Part IV

Board of Directors

Name	Position on board, if applicable	Tel.

Part V

The Saanich Peninsula Foundation requires that grant recipients submit a **Grant Evaluation Report** for each grant that is awarded. This report is due 60 days after the completion of the program/project or six months after the date on which the grant was made, whichever comes first. If a program/project extends beyond six months from the date on which the grant was made, grant recipients must submit a Grant Evaluation Report on ***progress to date***.

I, _____ hereby acknowledge the information and statements herein
Name of person submitting application

this application to be true, correct and complete. On behalf of

Name of Organization

hereby agree to the use of the organization's name in Saanich Peninsula Foundation literature if grant moneys are approved.

Signature

Date

Print Name and Title