

The Chilliwack Foundation is a living trust. It is meant to enable citizens in their lifetime, or through testamentary gifts, to create a fund or add to existing funds of the donor's choice for the continuing benefit of this community.

The Foundation is entrusted with two types of funds; designated and undesignated. It is the proceeds from undesignated gifts to which this outline and the attached application form addresses itself.

The Chilliwack Foundation is primarily interested in providing "start-up" or "seed money" with which to initiate programs, projects, etc. where other sources of support are not readily available or sufficient. The Foundation considers only short-term commitments, normally one year, but occasionally two years, because its financial resources (income) are not sufficient to sustain activities or non-profit societies on an ongoing basis. Funding is provided to complement or support other sources, but it will not supplant community responsibility.

All grant applications will be acknowledged, and a representative of the Foundation may request an opportunity to review the application in person prior to submission to the next meeting of the members of the Distribution Committee.

Awards are not made to individuals, but are directed to properly registered organizations for administration. A "properly registered organization" is one that has obtained from Canada Customs & Revenue Agency ("CCRA"), a Federal Income Tax Exemption as a "registered charitable organization". This is a requirement before a grant is given consideration. Submitting a B.C. Societies Act Number is not sufficient.

Small non-registered community groups may interest a registered "Umbrella" organization in sponsoring their application for a grant, and in that way provide the Foundation with a registration number. The name and address and CCRA Charity Number of the sponsoring body must be noted on the grant application form. It will thus be assumed by the Foundation that the sponsoring body has consented and agreed to be responsible for the issuance of a CCRA receipt. Confirmation that the grant was used for the purpose intended will be the responsibility of the organization applying for the grant.

In some situations, a representative from an applicant organization may, by invitation, be asked to meet with members of the Distribution Committee in order to assist them to further clarify first-hand, information contained in a particular grant request.

If it is necessary to change the original objective or activities of a project, or the manner in which the funds were intended to be applied, please contact the Foundation to discuss proposed modifications.

The Foundation's Charter allows it to consider grant applications only as defined by the former boundaries of the Fraser-Cheam Regional District. Applicants for grants from the Chilliwack Foundation are invited to submit applications on, but preferably well before, the 1<sup>st</sup> day of May and November. Late submissions may result in a grant application not being reviewed at the following meeting. Decisions on grant applications will be completed and the applicants advised in writing as to the status of the application - in most cases within one month of the distribution committee meeting date.

...../2

On receipt of a grant of any amount, the applicant organization is requested to submit, for audit purposes, a receipt with a Federal Income Tax Exemption Number. Alternatively, when the grant is received by the registered sponsoring or "Umbrella" organization, the recipient organization must ensure the sponsoring organization does so.

In addition, following the disbursement of a grant, some applicants may be requested to provide confirmation that the grantee has completed a purchase, carried out the work, service or project, etc. for which the grant was made. In other situations, the grantees who apply for a grant towards that purchase of goods or services may be requested to substantiate or provide confirmation as to the disposition of the grant through the submission of receipts or a copy of the current year's audited statement when it becomes available.

In some grant-giving situations, the Foundation may request the completion of a short Project Evaluation Form. The manner in which the foundation will require this assurance, or any other conditions, that the grant was applied for the purpose intended will be included in the letter of notification to the applicant at the time the grant is approved.

Foundation Directors recognize that for many people the preparation of a grant application may not be an easy task. In the interest of saving time, effort and possible disappointment on the part of both the applicant and the Foundation, a request for consultation with a member of the Foundation is welcomed and encouraged.

If the names and address of your organization's directors are not shown on your Annual Report, please be sure to include them on a list attached to your application.

The directors of the Foundation expect to be given an adequate opportunity to consider a project for which a grant application is submitted, before commencement of the project. There is, therefore, every likelihood that if a project for which support is requested has been started before the grant has been considered by the Foundation, then a grant will not be authorized.

It is not uncommon for some organizations (particularly small ones) when applying for a grant, to assume that their activities and achievements are well known. Submitting a brief outline or list of past or current accomplishments, service or services to the community is most helpful to the Committee.

The Chilliwack Foundation relies entirely upon donations, gifts and legacies for its funds in order to carry out its role in the community. It is therefore anticipated by the Directors of the Foundation that all organizations awarded grants will assist by giving appropriate supportive publicity to the contribution made by the Foundation.

We hope that the above information will be helpful to applicants and welcome your comments and suggestions.

Further information concerning the Chilliwack Foundation may be obtained by reviewing our information brochure, the Act under which the Foundation was incorporated, and our By-laws.

Please direct all correspondence, enquiries regarding grants, grant applications and receipts for grants or request for information about any funds under the administration of the Foundation to:

Secretary: Chilliwack Foundation  
Suite #1-45780 Yale Road  
Chilliwack, B.C. V2P 2N4  
[www.chilliwackfoundation.com](http://www.chilliwackfoundation.com)

# **GRANT APPLICATION**

**COMPLETE ALL SECTIONS ON THIS FORM.** Additional materials may be attached as necessary. **REMIT 9 COPIES OF THE APPLICATION FORM AND NECESSARY ATTACHMENTS**

## **I. APPLICATION ORGANIZATION**

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

B.C. Society Registration No. \_\_\_\_\_

Federal Registered Charity No. \_\_\_\_\_

Executive Director/Manager: \_\_\_\_\_

Board of Directors (names, addresses, telephone numbers)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly state the history of your organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

...../2

## **II. PROJECT**

Short Title: \_\_\_\_\_  
\_\_\_\_\_

Briefly describe the proposed project, its specific goals and how they are to be accomplished:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What amount is requested from Chilliwack Foundation? \_\_\_\_\_

How will these funds be used? : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are the projected start-up and completion dates? \_\_\_\_\_

\_\_\_\_\_

When would the Chilliwack Foundation funds be required?

\_\_\_\_\_

What provision will be made for interim and final reports? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the rationale for this project?

What needs is it designed to meet, and for what target population?

...../3

How does this project relate to the overall purpose and priorities of your

organization?

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How will the proposed benefit the community?

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**III. FINANCIAL INFORMATION:**

Attach your organization's most recent Financial Statement and Current Year Budget (9 copies please).

**PROJECT BUDGET:**

**EXPENDITURES:**

Salaries:	\$ _____
Rent/Utilities:	_____
Capital Costs: (Specify)_____	_____
Other: (Specify)_____	_____
<b>Total:</b> _____	<b>\$</b> _____

...../4

**REVENUE** - List all proposed sources

<b>Source</b>	<b>Amount</b>	<b>Confirmed?</b>
<b>Chilliwack Foundation</b> _____		
_____		
_____		
_____		
_____		
<b>Total</b> _____		

**Signatures:**    **Project Manager**\_\_\_\_\_

**Board Chairman/President**\_\_\_\_\_

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

***Chilliwack B.C. Summer Games Legacy Awards  
and  
Jack Williams Memorial Fund Awards***

The grant applications are to be completed bearing in mind the following:

1. Chilliwack 1993 Summer Games Legacy Cultural Awards and the Jack Williams Memorial Fund Arts Awards
  - To be used for the support of arts and culture within the District of Chilliwack (School District #33 boundaries).
  - Applications will be considered for individuals, as well as from organizations.
  - Not to be used for operational expenses, i.e., rent, wages, etc.
  - Projects must be substantially completed within one year of the receipt of issue of funds.
  
2. Chilliwack 1993 B.C. Summer Games Legacy Sports/Recreation Awards and Jack Williams Memorial Fund Sports & Recreation Awards
  - To be used for the support of Non-Profit Amateur Sport and Recreation Organizations and/or sponsoring bodies, domiciled and operating within the boundaries of the District of Chilliwack (School District #33 boundaries).
  - Applications will also be considered from individuals involved in amateur sport.
  - Not to be used for operational expenses, i.e., rent, wages, etc.

The deadlines for applications are MAY 1<sup>ST</sup> and NOVEMBER 1<sup>ST</sup> and may be returned to:  
Chilliwack Foundation  
Ste. #1 - 45780 Yale Road  
Chilliwack, BC V2P 2N4