

# Spring 2022 Grant Application

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*Central Okanagan Foundation*

## *Organization Information*

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### **Mission and mandate of your organization?\***

*Character Limit: 1000*

### **Number of full time employees\***

*Character Limit: 4*

### **Number of part time employees (under 30 hrs/wk)\***

*Character Limit: 4*

### **Number of volunteers\***

*Character Limit: 7*

### **Number of volunteer hours\***

*Character Limit: 7*

### **Provide an outline of your programs and services and how they are relevant to our community.\***

*Character Limit: 2000*

### **Benefit to the Central Okanagan\***

If not located in the Central Okanagan, please explain how residents of the Central Okanagan will benefit.

*Character Limit: 300*

### **Is your organization operating at a deficit?\***

#### **Choices**

Yes

No

## *Deficit Information*

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### **Deficit Information**

If your organization is operating in a deficit position please explain why and provide evidence of the organization's plan of action to remedy the situation.

*Character Limit: 1200*

## Upload relevant board minutes regarding the deficit

*File Size Limit: 3 MB*

### *Application Type*

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#### **Are you applying for a project or multi-year grant?\***

Project Grants: up to 12 months

Multi-Year Grants: 1-3 years

#### **Choices**

Project

Multi-Year

### *Funding Request Details-Project*

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#### **Project Name\***

Name of Project.

*Character Limit: 100*

#### **Amount Requested\***

Maximum \$15,000

*Character Limit: 20*

#### **Grant Summary\***

This question provides a brief overview for the review committee. A detailed description is required later in the application

*Character Limit: 150*

#### **Formalized partnerships and/or collaboration\***

Please describe your organization's formalized partnerships and/or collaborations with other agencies and groups for this project. If you do not have a relationship with a group that offers the same or similar service as this project, explain why not. (Do not list donors, funders or sponsors)

*Character Limit: 1200*

#### **Project Goals and Objectives\***

Please describe the new initiative/project or program enhancement goal(s) and objective(s).

Goals – what you want to do

The goals can be broad statements, or may be abstract. Please provide a summary.

Objectives – how will you get there

It is critical for the objectives to be concrete, precise and measurable. Objectives are explicit statements as to how you will work toward reaching your overarching goal

*Character Limit: 1000*

### **Detailed Description\***

Provide a detailed description, indicating specifically how the requested funds will be utilized to achieve the new initiative/project or program enhancement goals/objectives. Identify purpose, areas of need addressed, anticipated impact, and opportunities for enhancing community well-being.

*Character Limit: 2500*

### **Timelines: List the dates and activities\***

*Character Limit: 1000*

### **How did your organization determine the need for this new initiative/project or program enhancement?\***

Include Central Okanagan community statistics and/or needs assessments and the benefit to individuals in the community. Be specific about how you know what you know.

*Character Limit: 1000*

### **How many people do you anticipate will benefit from this project?\***

*Character Limit: 8*

### **Residents of what geographical area will this benefit?\***

Check all that apply.

#### **Choices**

Lake Country  
Kelowna  
West Kelowna  
Peachland  
Other

### **How will you measure and evaluate the effectiveness and/or impact of this grant?\***

Please include both output and outcomes.

Output: What is produced through these activities (number of booklets produced, workshops held etc)

Outcomes: The changes or benefits that will result from the program (increased skills/knowledge/confidence)

Impact may go beyond money spent or number of people.

*Character Limit: 1500*

### If your request is not fully funded how would you adapt?\*

The Central Okanagan Foundation may not have the financial resources to fund this project in full and may consider partial funding. Describe how you would adapt this project/program to a smaller budget including other sources of funding, budget priorities or program adaptations.

*Character Limit: 1000*

### Project Budget

Please visit our website to download the Project Budget Template. Once you have completed the budget, please upload it below.

### Completed project budget\*

*File Size Limit: 1 MB*

### Is your organization using an intermediary agency to hold funds?\*

If yes, please contact Abbie Norrish at [abbie@centralokanaganfoundation.org](mailto:abbie@centralokanaganfoundation.org) for a Central Okanagan Foundation intermediary agreement template and upload below.

#### Choices

Yes

No

## *Funding Request Details-Multi Year*

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### Total Amount Requested\*

Maximum \$45,000

*Character Limit: 20*

The total requested amount for year 1, year 2 and year 3 must equal the **Total Amount Requested\*** above. The maximum amount per year is \$15,000.

### Year 1 request\*

*Character Limit: 20*

### Year 2 Request\*

*Character Limit: 20*

## Year 3 Request

*Character Limit: 20*

### How does your request align with the multi-year goals listed in the guidelines?\*

*Character Limit: 2000*

### Identify the need for the funding and the impact the funding will have on your organization.\*

*Character Limit: 2000*

### If your request is for a specific initiative/program, what is the sustainability plan?\*

*Character Limit: 1000*

### How will you measure and evaluate the effectiveness and/or impact of this grant?\*

Please include both output and outcomes for your organization's overall operations.

Output: What is produced?

Outcomes: The changes or benefits that will result.

Impact may go beyond money spent or number of people.

*Character Limit: 1500*

### Partnerships and/or collaborations\*

Please describe your organization's major partnerships, collaborators, and/or stakeholders in your overall operation. If you do not have a relationship with a group that offers the same or similar services, explain why not. Do not list donors, funders or sponsors.

*Character Limit: 1200*

### If your request is not fully funded how would you adapt?\*

The Central Okanagan Foundation may not have the financial resources to fund this request in full and may consider partial funding. Describe how you would adapt to a smaller budget including other sources of funding, budget priorities or program adaptations.

*Character Limit: 1000*

### Multi Year Budget

Please visit our website to download the Multi-Year Budget Template. Once you have completed the budget, please upload it below.

If your multi year application is for a specific initiative/program your budget should reflect only that initiative/program. If your multi year application is for general operating, your budget should reflect the organization's overall operating budget.

Include the current request to the Central Okanagan Foundation as part of the comparative budget.

Successful multi year applicants will be required to submit the following before receiving the 2nd and 3rd year disbursements for each subsequent year of the initial grant award:

- A progress report for the current year and
- budget actuals to date and proposed budget for the following fiscal year
- Audited/official financial statements for the past fiscal year

Tip: Delete categories that are not relevant to your organization in order to accommodate categories better suited to your organization's budget.

### Completed Multi-Year Budget\*

*File Size Limit: 1 MB*

## Intermediary Agreement

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### Intermediary legal name

*Character Limit: 250*

### Intermediary Agreement

Please upload the completed intermediary agreement below.

*File Size Limit: 1 MB*

## Acknowledgement

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### Where will your organization, if granted funds, acknowledge the contribution from the foundation?\*

Please select all that apply.

#### Choices

Website

Newsletter

Social Media

Media

Event

Other (please describe below)

### Please describe any additional acknowledgement you will provide

*Character Limit: 500*

## *Supporting Documents*

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The following documents can be uploaded below:

1. A minimum of one (1) to a maximum of three (3) letters of support indicating:
  - formalized partnerships and/or collaboration with other agencies and groups.
  - letters from any organization offering the same or similar service indicating how you're meeting needs in the community differently. The letter must describe the value your project/program adds or, how the programs work together to add impact to the community.
  - the need within the Central Okanagan community (participants, volunteers or other beneficiaries)
2. Three (3) quotes are required for purchase of equipment, supplies, consultants, production costs or capital expenditures.
3. Financial Statements for the last complete fiscal year
4. List of current Board of Directors

### **Letter of Support-1\***

*File Size Limit: 2 MB*

### **Letter of Support- 2**

*File Size Limit: 2 MB*

### **Letter of Support- 3**

*File Size Limit: 2 MB*

### **Quote-1**

*File Size Limit: 1 MB*

### **Quote-2**

*File Size Limit: 1 MB*

### **Quote-3**

*File Size Limit: 1 MB*

### **Financial Statements\***

*File Size Limit: 3 MB*

### **Board of Directors list\***

*File Size Limit: 1 MB*

