

Fall 2023

Central Okanagan Foundation

Organization Information

Mission and mandate of your organization?*

Character Limit: 1500

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

Number of people served in the last year*

Character Limit: 6

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

Character Limit: 3000

How does your organization benefit residents of the Central Okanagan?*

Character Limit: 1000

How does your organization partner with and/or support equity deserving groups?*

Equity deserving groups include, among others:

- Indigenous Peoples
- Black and People of Colour
- Women
- 2SLGBTQ+ communities
- People with Diverse Abilities
- Newcomers (immigrants and refugees who have landed in the past 5 years)
- Seniors (65+)

Character Limit: 3000

Is your organization operating at a deficit?*

Choices

Yes

No

Deficit Information

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

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

Project Grants: up to 12 months

Choices

Project

Funding Request Details-Project

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: 1500

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: 1500

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: 1500

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: 2500

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: 1500

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

Additional Budget Information

Is there any additional information about your budget for this project/program enhancement that you would like to provide?

Character Limit: 2500

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

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

Choices

Yes

No

Intermediary Agreement

Intermediary legal name

Character Limit: 250

Intermediary Agreement

Please upload the completed intermediary agreement below.

File Size Limit: 1 MB

Acknowledgement

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

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

Additional Financial Information

Is there any additional information about your financial statements that you would like to provide?

Character Limit: 2500

Board of Directors list*

File Size Limit: 1 MB

Authorization/Verification*

Please visit our website to download the Authorization Template. Once complete, please upload it below.

File Size Limit: 1 MB