Burns Lake and District Community Foundation Society
Grant Guidelines

The Burns Lake and District Community Foundation Society (BL&DCFS) offers grants to organizations performing worthwhile projects to enhance the quality of life in the Lakes District.

Eligibility
Community organizations are eligible to apply for grants from the BL&DCFS.

Grants are not made to individuals or businesses.

Organizations must demonstrate effective management and fiscal responsibility.

Grant Type and Amount
Grant application intake will be in the spring of each calendar year.

Regular Grant: is for projects that range from $500 to $2,500.

Special Grant: consideration may be given to support a few grant requests per grant cycle for an amount from $2,500 to $5,000. Applicants are asked to explain the extra need and to show two or more matching contributors.

All grant cheques will be issued by the Village of Burns Lake on behalf of the BL&DCFS.

What We Fund
Projects approved for funding will encompass one or more of the following themes:

- Health
- Education
- Arts and Culture
- Sports and Recreation
- Local Environment
- Social Services
- Youth

The Burns Lake and District Community Foundation supports a broad range of projects that offer a service to the community or approach a community challenge in an innovative fashion. Preference will be given to those projects that:

- Have broad public appeal
- Are widely accessible to the community
- Promote and enhance self sufficiency within the community
- Emphasize and utilize the skills and resources that exist in the community
• Strengthen the social and cultural structure of the community
• Demonstrate partnership and collaboration
• Will realize a significant result with a moderate amount of funding (grants are generally less than $2,500)
• Have a definite purpose for a specific period of time

The Committee seeks initiatives which will:
• Enhance the community structure
• Involve individuals, groups, and organizations in the community
• Recognize the abilities, skills and resources that exist in the community
• Respond creatively and effectively to local problems and challenges
• Collaborate, facilitate and cooperate for the benefit of the community
• Strengthen the social networks within the community and the commitment of its members to care for one another
• Build on the community’s social capital and civic vitality

The Burns Lake and District Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during that grant cycle.

Ineligible Requests
Projects cannot be considered eligible if:
• Funds requested are an organization’s usual operational or core expenses
• Funds are for any expenses which predate the current grant cycle
• Funds are used to cover deficits, retire debts, or mortgage payments
• Funds are to provide for or establish endowments
• Funds are used for sectarian, religious, or political purposes
• Funds are for major capital construction or major renovations
• Funds are used for travel costs
• Funds are used for team or club sponsorships
• Funds are part of an annual fund drive for sustaining support
• The organization shows a dependency on future funding from the foundation
• The project duplicates services provided by other organizations
• The project is longer than one year in duration, except in the case of a multi-year grant

Grant Application Forms
Grant application forms are available on-line (www.burnslake.ca) or can be picked up at the village office.

The Burns Lake and District Community Foundation Society Board of Directors make the final decision.
After the grant has been awarded it is expected that:
- Interim and/or final reports, including financial data and an evaluation of the project will be submitted to the Burns Lake and District Community Foundation Society.
- The support received from the Burns Lake & District Community Foundation Society will be publicly acknowledged.

**Additional Information**

The Burns Lake and District Community Foundation Society’s grants are comprised of income earned by endowments established by individuals, families, businesses, and donor organizations.

Flow-through funds may be provided by organizations, agencies, groups, or individuals. These are directed funds that are given for distribution and are not put into an endowment fund.

A donor may choose a favorite charitable organization to support or stipulate the field of interest. The earned income from these funds will be directed to the identified organization without competition.

The treasurer of the Foundation determines the amount of funds that are available for distribution, makes recommendation to the board of directors who authorize the distribution by the Community Foundation Society.
Grant Application Form

Name of Organization: ________________________________
Charitable Registration Number (if applicable): ______________________
Full Address: _____________________________________________
Phone: _________________________________________________
Fax: ____________________________________________________
E-mail: _________________________________________________

Contact Name: ________________________________
Full Address: _____________________________________________
Phone: _________________________________________________
Fax: ____________________________________________________
E-mail: _________________________________________________

Organization Mission or Mandate:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Project Description (development plans):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Check the theme(s) that the project addresses:

- [ ] Social Services
- [ ] Education
- [ ] Arts & Culture
- [ ] Youth
- [ ] Environment
- [ ] Health
- [ ] Sports & Recreation

Check the demographics that the project addresses:

- [ ] General
- [ ] Youth
- [ ] Family
- [ ] Seniors

PROJECT DESCRIPTION

Project Start Date: ________________________________

Project End Date: ________________________________

Amount Requested from the Foundation: ________________________________

Are you seeking other financial support:  

- [ ] YES
- [ ] NO

If yes, please list sources/amounts/percentage:

______________________________________________________________________________
______________________________________________________________________________

Applicant Input:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please send the completed form, including a cover letter, to PO Box 570, Burns Lake BC V0J 1E0 or email to village@burnslake.ca