

January, 2011

BROKENHEAD RIVER COMMUNITY FOUNDATION

GRANT GUIDELINES

The Brokenhead River Community Foundation makes grants to enhance the quality of life in all areas of the community. Citizens of Beausejour-Brokenhead benefit from grants made in the following areas:

- Arts and Culture
- Education
- Health and Physical Activity
- Social Services
- Environment

To meet the changing needs of our community, guidelines for grant applications are established and reviewed annually. Applications for grants are thoroughly reviewed by a volunteer Grants Committee and approved by the Board of Directors.

Eligibility

Only community organizations that are non-profit may apply. Organizations applying must have access to a registered charity number. Grants are not made to individuals or businesses.

Granting Priorities

The Foundation gives preference to projects and programs where grant money can benefit the community in a significant way.

Proposals should:

- serve a need in the community
- involve organizations in the community
- strengthen the social and cultural structure of the community
- emphasize and utilize the skills and resources that exist in the community
- have a well planned approach - have broad public appeal

Restrictions

Grants are not ordinarily made for:

- research
- seminars, conferences or workshops
- tours or travel outside the community
- sectarian, religious or political purposes
- fund raising activities
- general endowment or sustaining funds
- core operating costs or capital building campaigns
- to retire debt

Application: postmarked or delivered by February 28 - no exceptions

An applicant is required to complete and submit an application form and supporting documents by mail to the Brokenhead River Community Foundation, Box 2225, Beausejour, R0E 0C0. A small sign will be given to successful applicants to be displayed at their project for no less than a year.

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GRANT APPLICATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____ TELEPHONE: _____

PRESIDENT/CHAIR: _____ EXEC. DIRECTOR (if applicable) : _____

CHARITABLE REGISTRATION NUMBER(required): _____ Charity belonging to number _____

PROJECT TITLE: _____ AMOUNT REQUESTED: _____

BRIEF DESCRIPTION OF PROJECT:

Applicant must include:

- completed application form
- list of Board of Directors
- budget for the Project
- most recent financial statements

We certify that this application has been authorized by the Board of Directors.

Signature of President: _____ Date: _____

Signature of Executive Director (if applicable): _____ Date: _____

ABOUT YOUR PROJECT

1. PURPOSE: What is the purpose of this project? _____

2. WHO: Who will be served by this project? How many will be served? What is the geographic area served?

3. OTHER FUNDS: List other sources of funding for the activity:

Assured sources:	_____	\$	_____
	_____	\$	_____
Expected sources:	_____	\$	_____
	_____	\$	_____

4. FUTURE FUNDS: If this project will require future or ongoing funding, how will that be done?

5. EVALUATION: How will the project be monitored and the results evaluated?

6. OTHER: Is there anything else you would like us to know about this project?

Attach additional information if necessary.