



## APPLICATION FOR FUNDING 2024

### General Instructions

- In order to apply, activities must be for communities between Albreda to Crescent Spur BC.
- Total amount available in the annual VCF Grant is \$10,000.
- All submissions must either be typewritten or in very legible hand printing
- Please use separate paper if you require more space to answer a question
- Submission Deadline: **Friday, December 1<sup>th</sup>, 2023 at 4:00pm**
- Submit completed application to: Valemount Community Forest, Attn: Tannis Worth, Box 1017, Valemount, BC V0E 2Z0 or email: [admin@valemountcommunityforest.ca](mailto:admin@valemountcommunityforest.ca)

Tell us a little bit about this organization: What does it do and who does it serve? How many members? In three short sentences or less.

### Section A - GENERAL INFORMATION

Application Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Legal Name Applicant: \_\_\_\_\_

Key Contact(s): \_\_\_\_\_

Address (physical and PO Box) \_\_\_\_\_

Telephone/contact #: \_\_\_\_\_

Email: \_\_\_\_\_

\$\$ Amount Requested: \_\_\_\_\_ Start-Up Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_



**General Instructions**

Visit the website: <http://valemountcommunityforest.ca/>

If you have a mission Statement, please enter it here:

**Key Goal Areas (Check appropriate categories)**

<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Social Services
<input type="checkbox"/> Sports & Recreation	<input type="checkbox"/> Education & Training
<input type="checkbox"/> Environment	<input type="checkbox"/> Conservation & natural Resource Management
<input type="checkbox"/> Community Economic Development	<input type="checkbox"/>

Project Description



## Section B- Screening Information

Consider the following requirements and check the applicable boxes that apply to your project, add details and attach supportive documents as required.

- 1. Is consistent with the VCF Mission Statement
- 2. Incremental to government programs
- 3. Technically feasible (attach technical evaluation if appropriate)
- 4. Government approval in place (if required)  
Details:
- 5. Does not cause environmental degradation
- 6. Does not duplicate existing local services
- 7. Proposal has been developed in consultation with involved/affected individuals  
Details:
- 8. This proposal has been shared with other stakeholders such as land/building owners and attached are applicable documents:
  - A resolution from the Board
  - A lease agreement
  - An approval letter from land owner
  - OtherDetails: attached
- 9. Does not promote religious, political or discriminating beliefs
- 10. Proposal includes financial and activity reporting and accountability  
Details: attached
- 11. Proposal includes indicators for project evaluation  
Details: attached
- 12. Private sector and non-profit proposals must clearly demonstrate direct community benefits  
Details: attached



### **Section C-Evaluation Information**

1. Why is this project needed?
2. List other project goals and objectives
3. Work-plan: What will be done and when
4. Project partners
5. Description of organizational capacity to deliver project (identification of project supervisors and advisors, and other projects the organization has successfully completed).
6. What are the expected benefits/outcomes?
7. If project becomes an on-going project, describe who will maintain the project, where additional funding will come from, or if it will be self-sustaining, etc.



<b>Section D- Budget Information</b>					
A separate budget may be attached.					
<b>Project Budget Summary</b>					
		<b>Projected Revenue &amp; Expenses</b>		<b>Actual Project cost for reporting</b>	
<b>Line</b>	<b>Revenue</b>	<b>Revenue</b>		<b>Secured Revenue</b>	
1	VCF grant				
2	Funds from other sources				
3	Donations				
4	Membership				
5	Fundraisers, events, sales				
6	Miscellaneous				
7	<b>Subtotal</b>				
8	In-kind (# persons x hours x \$10/hr)				
9	In-kind (regular work or trade) (# persons x hrs x \$____/hr)				
10	Miscellaneous				
11	<b>Subtotal In kind</b>				
12	<b>Total Revenue</b>				
<b>Line</b>	<b>Expenses</b>	<b>Projected Expenses</b>		<b>Actual Expenses</b>	
13	Equipment				
14	Supplies and materials				
15	Advertising				
16	Staff and volunteer training				
17	Miscellaneous				
18	<b>Sub Total</b>				
19	<b>In-kind</b>				
20	Volunteer				
21	Trades person				
22	Supplies and materials ex.				
23	<b>Subtotal In-kind</b>				
24	<b>Total Expenses</b>				
25	<b>Revenue</b>				
26	<b>Expenses</b>				
27	<b>Revenue-Expenses</b>				

Line 27 for Projected Revenue-Expenses must equal zero



**Potential local purchases (product/services and value):**

**Note:** The VCF will require a Project Evaluation to be submitted within 30 days of project completion.

On the budget form see the Actual Project cost for reporting for the cost breakdown.

Signed by Applicant:

Signature: \_\_\_\_\_

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

Signed by Key contact/s (if different from above):

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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