



BROKENHEAD RIVER COMMUNITY FOUNDATION GRANT GUIDELINES – February 2018

The Brokenhead River Community Foundation is committed to make grants to enhance the quality of life in all areas of the community. Citizens of Beausejour-Brokenhead Municipality 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 hand delivered by April 6th 2018 – 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 site for no less than a year.



BROKENHEAD RIVER COMMUNITY FOUNDATION GRANT APPLICATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____ Fax: _____

CHARITABLE REGISTRATION NUMBER(required): _____ Charity # belongs to: _____

PROJECT TITLE: _____ AMOUNT REQUESTED: _____

BRIEF DESCRIPTION OF PROJECT:

Applicant **must** include:

- completed application form
- budget for the Project
- list of Board of Directors
- 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 or project:

Assured Funding Sources		Expected Funding Sources	
Source	Amount (\$)	Source	Amount (\$)

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.

Thank you for your submission.
All applicants will be contacted following the approval of the grant awards by the board of the Brokenhead River Community Foundation.

