

**CHINOOK COMMUNITY FOREST  
GRANT APPLICATION TEMPLATE COVER PAGE**

*(Please attach this page to the front of your proposal)*

**Project Title:**

**Name of Applicant:**

**Society Incorporation Number (if applicable):**

**Total Project Value:**

**Total Request of CCF:**

**Contact Person & Title:**

**Applicant Mailing Address:**

**Telephone:**

**Fax:**

**Email:**

**Names and Addresses of other persons / groups associated with this project:**

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For official use only	
Date Received	
Complete? Y / N	Approved / Not Approved

# CHINOOK COMMUNITY FOREST GRANT APPLICATION TEMPLATE PROPOSAL OUTLINE

*(NOTE: This section describes the required format of CCF Community Grant proposals. Please **REMOVE** the instructional text and examples included below before submitting your proposal. It is designed to guide you in completing your proposal application only and should not form part of your final application. It is okay to keep the headings.)*

Please keep in mind that project proposals should be concise, preferably less than ten pages (additional documentation can be attached). Please ensure that you complete all categories below. Missing information will delay the review process.

## PLEASE NOTE:

Sponsorship and Donations of up to \$500 – CCF may provide funding in full for approved Sponsorship or Donation requests up to \$500. – this funding stream only requires a letter outlining the request. Include the name, type and size of organization or group, name of the primary contact, contact information, and the amount requested followed by a brief description of what the funds are intended to be used for.

Projects up to \$5000.00 - CCF may provide funding in full for approved projects up to \$5000.00 – use this application

Projects over \$5000.00 - CCF may provide up to 50% of the pre-tax value of the approved project – use this application

## Project Title:

## Project Summary:

Provide a clear, concise description of the project in a page or less. Include the amount of funding you are seeking from CCF along with the total project budget less taxes.

## Project Goals:

Provide a list of the project goals. Add clarification as needed.

## Organization and Background:

Describe your organization, how long it's been operating, its mission, activities and accomplishments. If you have not previously applied to CCF, please provide a copy of your organization's certificate of incorporation. Make note of any previous investments made by your organization or others in support of the project.

## Long and Short-Term Economic and Social Benefits:

Explain why the project is needed, who will benefit from it, and size of organization.

Describe how the project fits into the CCF priorities and criteria (page 2 of Evaluation Criteria and Program Guidelines).

1. **Jobs Created or Retained.** Describe the number of jobs—direct, indirect, full-time, part-time, long-term, short-term—created or maintained.
2. **Social Benefits Created.** Describe any improvements to safety, recreational opportunities or the quality of life.
3. **Community Capacity.** Describe benefits and impacts arising from human development activities.

**Sustainability:**

Clearly demonstrate how the benefits of the project will be sustained after the grant has been spent. If your project includes infrastructure, explain which organization and/or people will be responsible for ongoing operational and maintenance costs.

**Deliverables and Work Plan:**

Outline the proposed work plan for the project, including clearly defined deliverables and outcomes, tasks and timeframes.

Task	Workplan	Time Frame	Outcomes

**Partners:**

**Sponsorship and Donations up to \$500.00** - CCF may provide funding up to \$500.00.

**Projects up to \$5000.00** - CCF may provide funding up to \$5000.00.

**Projects over \$5000.00** - CCF may provide up to 50% of the pre-tax value of the project. Applicants should seek partners to share costs and include a broad range of expertise to make the project as successful as possible. Contributions may be in the form of labour, capital assets (excluding land), or funds from lending institutions, governments, businesses or individuals. Note that ineligible costs cannot be used to leverage CCF funds.

Identify your partners/funding partners and provide confirmation or pending confirmation for the project. Clearly describe the roles of your partners in this project, as well as their specific contributions. A reasonable financial value should be assigned to support “in kind” items.

**Evaluation:**

Include a clear evaluation plan, identifying when and how you will measure the project’s results and how you will report this to the CCF Society.

**Recognition:**

Describe how you will provide public recognition of CCF’s contribution, if approved.

**Letters of Support:**

List a minimum of three (3) providers of letters of support and provide copies in Appendices.

**Budget:**

Provide a detailed breakdown of project expenditures, clearly indicating which items CCF monies will be used for, and which costs or services your partners will pay for. Clearly state the amount of funding you are requesting from the CCF and others, and when you expect a response from other funders. Capital costs and labour contracts must be supported by estimates or quotes from suppliers.

<b>Replace this with your Project Title</b>					
<b>Item</b>	<b>*Cost</b>	<b>Source (Estimate or Quote)</b>	<b>Funding Organization</b>	<b>Amount</b>	<b>Status (In-Kind, Confirmed, Pending)</b>
Budget item 1	\$0		Funding Agency 1	\$0	Confirmed
Budget item 2	\$0		Funding Agency 2	\$0	Pending
Etc.			Funding Agency 3	\$0	In-Kind, Confirmed
			etc.		
<b>Subtotal</b>	0				
<b>GST</b>	0				
<b>Total costs incl. GST</b>	<b>\$0</b>		<b>Total Funding</b>	<b>\$0</b>	

\*Note: Please provide budgeted amounts for each line item above exempt of GST. Please indicate any funding amounts that are in-kind and provide details.

**Appendices or Attachments**

- Items to attach to your proposal, where appropriate.
- Society papers (Certificate of Incorporation, Board of Directors)
  - Most recent financial statements (Societies only)
  - Quotes, proof of confirmed funding, letters of support
  - Relevant photos, maps, proof of ownership (properties)
  - Mail completed application to – Chinook Community Forest, Grant Application, PO Box 969, Burns Lake, BC V0J 1E0

**Please note- A final report is required for all approved applications within 30 days of completion of project.**