



GRANT APPLICATION COVER PAGE

Attach this page to the front of your application

Project Name

Name of Applicant Organization:

Applicant Mailing Address:

Society Incorporation Number (if applicable): _____

Total Project Value: _____

Specific Financial Request from Chinook Comfor:

Primary Contact Person Name & Title (if applicable):

Email:

Phone:

Secondary Contact Person Name & Title (if applicable):

Email:

Phone:

CHINOOK COMMUNITY FOREST GRANT APPLICATION

Requirements

FUNDING REQUEST REQUIREMENTS:

1. Funding requests of up to \$1,000 - *Chinook ComFor may provide total funding.*

The request **only requires a letter** which includes the following:

- Name of the organization
- Name and contact information for the primary contact person, including phone number and email address.
- Describe what you seek funding for; include the approximate number of people you expect to benefit from the project.
- Request the specific amount you are seeking.

2. Funding requests over \$1,000 and up to \$5000.00 – *Chinook Comfor may provide total funding.*

- To apply, applicants must use the attached application form.

3. Funding requests over \$5000.00 - *CCF may provide up to 50% of the pre-tax value of the approved project*

- To apply, applicants must use the attached application form.

Eligibility Requirements:

1. Must operate within the Lakes Timber supply and Lakes District area communities.
2. Funds are not to be used for an organization's regular operations.
3. Programming, events, training, sporting events and capital are all eligible. If unsure, please call 250-692-6823 to confirm your project is eligible.

Chinook Community Forest Funding Application
For Organizations seeking over \$1,000 in funding from Chinook Comfor

**Funding Request from Chinook Comfor
Project Summary:**

Project Goals- what do you hope to accomplish with this project or program? How many people do you serve?

Organization and Background - are you a non-profit organization? How long has the organization served the community? Approximately how many people do you serve?

If funded, how will Chinook Comfor's contribution be acknowledged?

Date of event or programming

Check Chinook Funding Priorities that apply to your project:

- Local Education
Outdoor Recreation Activities
- Youth Sporting teams
Community non-profit organization programming or event
- Community capital project
- Elders and Seniors programming or event
- Youth Elite Athlete travel or sponsorship
- Recreation facility improvement or programming

Budget:

Example Financial Budgets
A blank form for your use is provided on page 6

Burns Lake ABC Society Community Event Budget

Expense item	Amount		Funder	Amount of Funding	Confirmed or Pending Notification	In-kind
Facility Rental	500		ABC Society	20,000	confirmed	
Entertainers	25,000		Chinook Comfor	5,000	pending	
Security	1,000		ABC Society – Security			1,000
			Seeking funding	500	pending	
Total Project Cost	\$26,500		Total confirmed, pending and in-kind funding	\$26,500		

Note: Total Project Cost and Total Confirmed and pending should be balanced (the same total)

Ensure all funders, potential funders, and in-kind project supporters are included.

Budget for _____

List Expense Items	COST less GST	Funder and organization in-kind, if applicable	Amount of Funding	Confirmed or Pending Notification	In-kind Estimated Dollar value
		Chinook Comfor		Pending	
Total Project Expenses		Total confirmed and pending funding and in-kind.			

Application Checklist
For those applying for funding over \$1,000

- If applicable: Proof of all confirmed funders, for example, the award announcement letter from the organization
- Completed Application cover page – page 1 of this document
- Completed application including, project budget

Email your application to: accounting@chinookcomfor.ca

For assistance, please get in touch with Valerie Anderson at:
accounting@chinookcomfor.ca or by phone or text to 250-692-6823

All successful applicants will be required to:

- complete a short final report.
- provide at least one digital photo of the project.
- provide a quote thanking Chinook for the funding, the quote will be used on Chinook Comfor social media channels and the website.