

Van Tel/Safeway Credit Union Legacy Fund

Grant Application Guidelines

General Objectives

Preference is given to projects that meet the following objectives:

- They provide employees and retirees of Telus, Safeway, Kruger Products, Pacific Newspaper Group, Summit Logistics Inc., or one of their affiliated companies/unions, and former Van Tel/Safeway Credit Union members with opportunities to participate / contribute as volunteers
- They make a significant and unique contribution to community life in BC
- They generate community support and involvement
- They are financially well-administered
- They have measurable results
- They leave a **legacy and/or tangible benefit** to the community

We are **UNABLE** to support:

- Transportation Expenses
- Agencies or individuals outside of British Columbia
- Administrative Costs or Wages
- Individuals
- Organizations with either political or religious affiliations
- Capital investment activity
- Certain sporting activities, beauty pageants or wilderness adventure activities

Program Criteria

To begin the application process, you must ensure that your program meets the following criteria:

- **Principles** - promotes social responsibility within the community
- **Themes** - fits into at least one of the mandated areas of Youth, Community Enhancement, Crime Prevention, Environment
- **Results** - has tangible outcomes
- **Community Participation** - demonstrates community support
- **Personal Qualifications** - demonstrates fiscal responsibility and managerial competence
- **Non-Profit** - has a Canada Revenue Agency charitable bin number
- **Volunteer Participation** - involves employees and retirees of Telus, Safeway, Kruger Products, Pacific Newspaper Group, Summit Logistics or one of their affiliated companies/unions, and former Van Tel/Safeway Credit Union members.

Application

To begin we encourage all non-profit organizations interested in assistance from the Van Tel/Safeway Credit Union Legacy Fund to contact us via email for a funding application.

This application will form the principle basis on which we will consider your program so please ensure that it is thorough and representative of both your organization's and your program's objectives. **The application must be completed in full or it will likely be rejected.** This includes a project description (maximum two-pages).

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Grant Range / Amount of Support

The Legacy Fund grants cash towards projects deemed to best meet the above guidelines. Grants range in size from \$250 to \$5,000. Project grants are to be for one year.

General Conditions of Assistance

The Van Tel/Safeway Credit Union Legacy Fund expects the following from assistance recipients:

- The organization will provide progress updates as requested by the Legacy Fund and include any newspaper or other press clippings about the organization or the project;
- The organization will allow the Legacy Fund to access the project site, service or program for public relations purposes;
- The organization will submit a summary of the project upon completion (or of the phase funded by the Van Tel/Safeway Credit Union Legacy Fund); this summary may be made available to the community at large;
- The organization will agree to recognize the support of the Legacy Fund in news releases and media interviews and to publicize the support of the Van Tel/Safeway Credit Union Legacy Fund.
- The Van Tel/Safeway Credit Union Legacy Fund requests return of the grant should the specific project be cancelled.

Privacy

Due diligence, to ensure all parties named in the application are aware of their participation in said application, must be performed by the applicants.

Deadlines

All suitable applications will be considered at one of the Legacy Fund's two granting rounds. **CHANGED in 2013!!** Deadlines for applications are **May 31 and October 31**.

Those applicants who are successful will be notified in writing with any terms or conditions which may accompany the assistance.

Completed applications should be mailed to:

Van Tel/Safeway Credit Union Legacy Fund

c/o Vancity Community Foundation
810 – 815 West Hastings Street
Vancouver, BC V6C 1B4
Phone: 604.877.6584
Fax: 604.709.6909
Email: jacqueline_dagg@vancity.com