

## GVSCU LEGACY FOUNDATION GRANT APPLICATION COVER PAGE - **GRANTS UNDER \$10,000**

**GVSCU IS A STAND-ALONE CHARITABLE FOUNDATION ESTABLISHED IN MEMORY OF THE GREATER VICTORIA SAVINGS CREDIT UNION AT THE TIME OF THE MERGER WITH VANCITY CREDIT UNION.**

### **How to Submit Grant Applications**

This is the cover page to the Application Forms to be used when applying for a grant from the GVSCU Legacy Foundation. There are two Application Forms; one for Grant requests of up to \$10,000 and one for grants of \$10,000 and over. Please submit the Form appropriate for the grant your organization is applying for. If during the year you are applying for more than one Grant, you must submit a separate application for each.

### **How to Complete an Application**

1. Open the appropriate form on your computer
2. Fill out the form on your computer. You can print the form for your records when it has been completed, but the only way to submit it is by clicking on the “Submit Application” button at the end of the form.
3. Fill out all fields. Documents cannot be attached to the Application form. There is a separate form for submitting additional documents and the **ONLY** permissible additional documentation is
  - Your organization’s Financial Report for the year immediately prior to the year in which you are making this application, and/or
  - Your current Budget, and/or
  - Quotations for items or services you wish to purchase
4. Attached documents other than those mentioned in (3) will not be read and may cause your application to be rejected without being considered.

#### **Additional Documentation for Grants Up To \$10,000**

5. No additional documentation is required for Applications for grants up to \$10,000. Although not required, you may, if you wish, submit any of the additional documentation mentioned in (3) by using the form entitled “Submit Additional Documentation” also found on the website. If you choose to submit such additional documents, they must be in Optically Character Readable PDF format.

#### **Additional Documentation for Grants Of \$10,000 And More**

6. For grant Applications requesting \$10,000 or more, you are required to submit your organization’s Financial Report for the year immediately preceding the year in which you are making this application and your current Budget. Quotations are not required but may help your Application if they are attached. All additional documents must be in Optically Character Readable PDF format.
7. The Foundation does not need nor wants a detailed history of the Applicant, but what would be of great assistance so that the Foundation can form a picture of how inclusive the Applicant is are
  - a statement of who may participate in the Applicant’s activities or if they are restricted to a particular subgroup of society or if a person must first belong to some organization or group in order to participate, and if so what is that subgroup organization (**Answer in Section 5 or 6**)
  - the approximate number of people in the Capital Region that are served by the Applicant in a given time period, such as a year (**Answer in Section 5 or 6**)
  - A statement as to how the Applicant’s activities enrich the lives of local citizens (**Answer in Section 5 or 6**). **Make this statement specific, not general.**
8. **Submit the Application by clicking** on the “Submit Application” button at the end of the application. Please note that additional documentation cannot be attached to the application. Please do not use the “Submit Additional Documentation” form to submit any other documents [not a cover letter, no testimonials, or any documents other than those noted in (3)]. They will be discarded unread and may cause your application to be rejected.

#### Application Deadlines

The deadline for applications for funding are April 30 and September 30 each year. Applications may be submitted at any time but all applications received complete by

- (i) **April 30:** will be considered on and after May 1
- (ii) **September 30:** will be considered on and after October 1

**GVSCU LEGACY  
FOUNDATION**

**GRANT APPLICATION  
FOR GRANTS UP TO \$10,000**

This form is to be used in applying for grants up to \$10,000 from the GVSCU Legacy Foundation.

**Who GVSCU Legacy Foundation is**

In 2008, Greater Victoria Savings Credit Union, after many years of service in the Greater Victoria area, merged with Vancouver City Savings Credit Union. The GVSCU Legacy Foundation is an independent, endowed Foundation. It's funds are kept & invested by VanCity on behalf of the Foundation. It was incorporated in 2009 in commemoration of the Greater Victoria Savings Credit Union and its long history of charitable work in the Greater Victoria area. The funding for its endowment was provided by VanCity as part of the merger agreement. Its purpose is to provide grants to organizations engaged in non-profit endeavours in the area formerly served by the Greater Victoria Savings Credit Union in the Capital Regional District of British Columbia.

**SECTION A APPLICANT INFORMATION**

Organization Name:			
Organization Address:			
Registered Charitable #		If not registered, check box →	
Organization Phone #			
Organization Fax #			
Organization Website			
Organization Email			
Organization's Year End is (date)			
Main Contact Person's Name			
Phone #			
Fax #			
Email			
Executive Director's Name			
Phone #			
Fax #			
Email			
Is your organization not for profit?	YES	NO	
Does your organization have as one of its purposes the promotion of, adherence to or carrying out of political objectives, or is it controlled by one that does?	YES	NO	
Does your organization have as one of its purposes the promotion of, adherence to or carrying out of religious objectives, or is it controlled by one that does?	YES	NO	
Does your organization carry on activities primarily in the Capital Regional District of British Columbia?	YES	NO	
Is the project for which you want funding to be primarily in the Capital Regional District of British Columbia?	YES	NO	

**Please Describe How Your Board of Directors is Chosen - 336 Character Limit**

e.g. are they elected, and if so by whom (membership at large, or by some sub-group; elected and if so by whom (another body, the previous Board, etc.); or partly elected and partly appointed and if so how and by whom.

**Please Set Out the Names, Home or Business Addresses, Home or Office Telephone Numbers, Position Held and Date the Current Term of Office Will Expire for all Members of your Board of Directors. Omitted information may cause your application to be rejected.**

	Name, Address, & Telephone Number	Position Currently Held (e.g. President, Treasurer, Member at Large)	Date That Current Term of Office Will Expire
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**SECTION B****PROJECT INFORMATION, COMMUNITY & RECOGNITION**

<b>1. Project Name</b>						
<b>2. Total Project Budget</b>	\$		over		years	DO NOT TYPE IN THIS SPACE
<b>3. Total Requested from GVSCU Legacy Foundation</b>	\$		over 1 year until			(project's end date)↑
<b>4. Proposal Summary - 312 Character Limit</b> Please provide a short summary describing the project, why funding is required and what the goals of the project are. Be specific. Avoid generalizations. Set out the cost of each item to be purchased, & if paying any person, the amounts to be paid to each individual & their names & expertise & if paying rent for premises, the rental cost & who is the landlord. Please also say if 100% of any funding granted will be spent in the CRD or will be spent partly there & partly elsewhere, and if so, where.						
<b>5. ORGANIZATION - 336 Character Limit</b> What is your organization's purpose & may anyone in the Capital Regional District partake of your activities or is it restricted to just some & if they must belong to a particular organization, what is that organization. Give reasons why not all persons in the CRD may participate ( <i>for example "our organization is one for senior citizens"</i> ). Please state specifically how many people your organization serves in the Capital Regional District and how many this specific project will serve over the lifetime of the project.						
<b>6. RELATION TO YOUR STRATEGIC PLAN - 226 Character Limit</b> Please state how your activities will enrich the lives of the people who your organization serves in the Capital Regional District, and the number of people you expect will be enriched. Please also state specifically whether or not members of visible minority and LGBTQIA+ communities are welcome to participate.						
<b>7. PREVIOUS FUNDING - 224 Character Limit</b> Has your organization been previously funded by the GVSCU Legacy Foundation, and if so, when and for what project? Please provide dates and amounts. Please also state whether or not you provided a final report to the Foundation following the conclusion of the project.						
<b>8. RECOGNITION - 280 Character Limit</b> Please tell how the assistance of the GVSCU Legacy Foundation will be recognized.						

<p><b>9. OTHER FUNDING - 336 Character Limit</b></p> <p>Please set out a list of all funding your organization has applied for or intends to apply for to fund this project in the current year, including the name, address and contact information of each such funder, the amount applied for, whether or not the funding has been granted and if so how much, and for what specific project(s) each application was made, or if made to fund general operations, retire debt, etc.</p>

**SECTION C APPLICATION CERTIFICATION & SIGNATURES**

We hereby make application for a GVSCU Foundation Grant and declare that the information provided in this application form and all accompanying documents are complete and true with no misrepresentation. We understand that making an application will not necessarily result in funding support from the GVSCU Foundation, and that funding may be granted in full or in part, and with conditions. We understand that the Board of Directors and support staff of the GVSCU Foundation will review our application and accompanying documents. We agree that a written report by a responsible officer of our organization such as the President or Treasurer will be made to the GVSCU Foundation no later than 3 months after our Organization’s year end. We certify that this application has approval from the Board of Directors of our organization. We understand that the GVSCU Foundation has established a Privacy Policy in accordance with applicable legislation, and that this Privacy Policy is available for inspection on request by any Member of your organization. We understand that by submitting this Application for a GVSCU Foundation Grant, the personal information found in the Application Form and accompanying documents will be collected, used, disclosed and retained in accordance with that Privacy Policy. We certify that where personal information about an individual is contained in the Application Form and accompanying documents we have obtained the consent of those individuals to the collection, use, disclosure and retention of their personal information as set out in the GVSCU Foundation Privacy Policy.

<i>sign here</i>		
<b>Type Name in Box Above</b>	<i>(position or title)↑</i>  <i>do not enter anything in this space</i>	<i>(Date)↑</i>  <i>do not enter anything in this space</i>
<i>sign here</i>		
<b>Type Name in Box Above</b>	<i>(position or title)↑</i>  <i>do not enter anything in this space</i>	<i>(Date)↑</i>  <i>do not enter anything in this space</i>

The signers each acknowledge that by typing their names above each name constitutes an electronic signature and the signers adopt each as their signature under the *Electronic Transactions Act* SBC 2001 Ch. 10. Only 1 signature is required by the Foundation but if your organization requires 2, an extra signature space is provided.

**CHECKLIST – In addition to completing the Application have you**

<p>Signed &amp; dated the Application form ?</p> <p>If Completed ALL the sections?</p> <p>We agree to provide a report no later than 3 months after the year-end date set out in Section A, Space 8, on the "Submit A Report" form on the website.</p>
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