

How to Submit Grant Applications THIS APPLICATION IS FOR GRANTS OF UP TO \$10,000

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 over \$10,000. 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. Download the Application Form to your computer and save it
2. Fill out the form on your computer
3. Fill out all the required fields, on the form itself. Do not say “see attached” and then put information that should be in the form in some other document. It will be discarded unread and your application may not be considered because it is incomplete.
4. The **ONLY** permissible additional documentation is
 - your organization’s Financial Report for the year immediately prior to the year in which you are making your application, and/or
 - Your current Budget

A Financial report and/or Budget is NOT required for Applications for grants up to \$10,000, but if you choose to provide them, they must be in Optically Character Readable PDF format.

5. The Foundation does not need a detailed history of the Applicant from its beginnings to the present, but what would be of great assistance, so that the Foundation can form a picture of how inclusive the Applicant is, are
 - (i) whether or not anyone can partake of the Applicant's activities (**Answer in Sec 5 or 6**)
 - (ii) if a person must first belong to some organization or group in order to benefit (**Answer in Sec 5 or 6**)
 - (iii) about how many people in the Capital Region are served by the Applicant in a given time period such as a year (**Answer in Sec 5 or 6**) and
 - (iv) a statement how the Applicant's activities enrich the lives of our local citizens (**Answer in Sec 5 or 6**)
6. If you choose to include your Financial Report and/or Budget, when the Application Form is complete, attach the Financial Report and/or Budget at the end, using the “insert” function in Adobe or in a similar program. Make sure that the attachments are in Optically Character Readable PDF format.
7. **Submit the Application as a single, multipage, document to the email address below. Please do not submit other documents. They will be discarded unread.**

Privacy Policy

The GVSCU Legacy Foundation has established a Privacy Policy which deals with how information, including personal information, received by it from Applicants will be disclosed, used and retained. To obtain a copy, please request one by email.

Application Deadlines

The Deadline Dates for applications for funding are April 30 and September 30 each year. While requests for funding may be submitted at any time, 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;

The Addresses of the Foundation are:

<p>Email Address: give@vancity.com (DO NOT SEND APPLICATIONS BY POSTAL MAIL. THE POSTAL ADDRESS IS FOR OTHER COMMUNICATIONS., Rev 2022</p>	<p>Postal Address: GVSCU Legacy Foundation, C/O Vancity Community Foundation, 810-815 W. Hastings Street Vancouver, BC V6C 1B4 (Never for Applications and ONLY for other communications that cannot be emailed)</p>
--	---

**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

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.

336 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread.

Please do not try & change the default font. Doing either may cause your application to be rejected.

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

	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**

1. Project Name					
2. Total Project Budget	\$		over		years
3. Total Requested from GVSCU Legacy Foundation	\$		over 1 year until		
					<i>(project's end date)</i> ↑
4. Proposal Summary Please provide a short summary describing the project , why funding is required and what the goals of the project are. 336 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.					
5. ORGANIZATION Please describe your organization's purpose or mission. 336 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.					
6. RELATION TO YOUR STRATEGIC PLAN Please Tell Us How the Project You Are Requesting Funding For Relates To Your Strategic Plan 224 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.					
7. PREVIOUS FUNDING Has your organization been previously funded by the GVSCU Legacy Foundation, and if so, when and for what project? 224 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.					
8. RECOGNITION Please tell how the assistance of the GVSCU Legacy Foundation will be recognized. 280 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.					

<p>9. OTHER FUNDING</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> <p>336 Character Limit. Please do not attach any sheet with further information; any attachments will be discarded unread. Please do not try & change the default font. Doing either may cause your application to be rejected.</p>

SECTION C

APPLICATION CERTIFICATION & SIGNATURES

<p>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.</p>		
<i>sign here</i>		
<p>Authorized Signature above and Print name → <small>(signature above, if typed, constitutes your official signature)</small></p>	<p>(position or title)↑ <i>do not enter anything in this space</i></p>	<p>(Date)↑ <i>do not enter anything in this space</i></p>
<i>sign here</i>		
<p>Authorized Signature above and Print name → <small>(signature above, if typed, constitutes your official signature)</small></p>	<p>(position or title)↑ <i>do not enter anything in this space</i></p>	<p>(Date)↑ <i>do not enter anything in this space</i></p>

The signers each acknowledge that if this application is signed electronically, then their electronic signatures are adopted as their signature under the *Electronic Transactions Act* SBC 2001 Ch. 10.

CHECKLIST – In addition to completing the Application have you

<p>Signed & dated the Application form ?</p> <p>If you have chosen to include your organization's Financial Report for the year immediately prior to this application and/or your Budget for the current year, are they attached in OCR format?</p>
