

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 \$5,000 and over and one for under \$5,000. 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.

The Forms are in PDF format and can be

- (a) Filled out on line and emailed to the GVSCU Legacy Foundation, or
- (b) Filled out on line, printed and submitted by postal mail to the GVSCU Legacy Foundation, or
- (c) Printed out and filled in by hand or typewriter and submitted by postal mail to the GVSCU Legacy Foundation.

The GVSCU Legacy Foundation prefers that Application Forms and supporting documents be submitted by email. In order to do so, please fill out the appropriate form on line, and scan the required supporting documents to PDF, and then email all as a complete package to the GVSCU Legacy Foundation's email address.

If submitting by postal mail, then please print out the completed Application Form and mail it together with the required supporting documents to the GVSCU Legacy Foundation's postal address.

Please do NOT submit part of the Application by email and part by postal mail.

Application and Granting Policies

The GVSCU Legacy Foundation has policies to guide both it and Applicants; if a copy of the relevant policy document has not been sent to an Applicant, please request one by email.

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 application received complete by

- (i) **April 30:** Applications submitted complete by the close of business on April 30 in any year will be considered on and after May 1;
- (ii) **September 30:** Applications submitted complete by the close of business on September 30 in any year will be considered on and after October 1;
- (iii) Applications are complete when all the information required by GVSCU Legacy Foundation Policies and required in the Application Form itself has been submitted. Applications that are incomplete by the above dates will not be considered until they are complete;
- (iv) Applications that are complete are considered received on the Deadline Date that next follows the day the complete application is received, so that all are considered received at the same time.

The Addresses of the Foundation are:

Email: give@vancity.com

Postal Address: **Vancity Community Foundation**
810-815 W. Hastings Street
Vancouver, BC V6C 1B4

**GVSCU LEGACY
FOUNDATION**
**GRANT APPLICATION
FOR GRANTS OF \$4,999 & UNDER**

This form is to be used in applying for grants of \$4,999 and under 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 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

eg. 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 (if more than 10, continue on a separate sheet and attach it)

	Name, Address, & Telephone Number	Position Currently Held (eg. 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		
4. Proposal Summary Please provide a short summary describing the project , why funding is required and what the goals of the project are.					<i>(project's end date)</i> ↑
5. Organization Please describe your organization's purpose or mission.					
6. Please tell how the assistance of the GVSCU Legacy Foundation will be recognized.					
7. 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.					

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 our 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.

Authorized Signature above and Print name →	<i>(position or title)</i> ↑	<i>(Date)</i> ↑
Authorized Signature above and Print name →	<i>(position or title)</i> ↑	<i>(Date)</i> ↑

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. Signers acknowledge under the *Electronic Transactions Act* that if this application is submitted in paper form, then it may be scanned and the original destroyed and any scanned copy including scanned signatures is as valid as the original paper copy.

CHECKLIST – In addition to the information contained in the Application you must provide the following documents. Have you

Completed, signed & dated (either in ink or digitally) the Application form ?

Attached in PDF scanned form or in paper form, your organization's budget for the current year ?

If it was required - Attached in PDF scanned form or in paper form, your organization's Financial Report for the year previous to the year for which funding is requested ? (Note: A Financial Report is not usually required at the application stage, but may be requested at any time as part of the application process. You do not need to provide one unless it has been asked for).