



Box 877, Burns Lake, BC V0J 1E0  
bld.communityfoundation@gmail.com

## Burns Lake and District Community Foundation Society Grant Guidelines and Application

The Burns Lake and District Community Foundation Society (BL&DCF) offers grants to organizations performing worthwhile projects to enhance the quality of life in the Lakes District. The BL&DCF is a fund held by volunteer community members to benefit local recreation, arts, and culture organizations. It is a fund established through the generous donations of community members like you, and it is designed to give back to local groups for generations to come.

If you would like to become a donor to the foundation, please visit our website at:  
[www.burnslakecommunityfoundation.com](http://www.burnslakecommunityfoundation.com)

### Eligibility

Community organizations that are registered charities or qualified donee as determined by the Canada Revenue Agency (CRA) are eligible to apply for grants from BL&DCF. Organizations which are not registered charities or qualified donee can be eligible to apply for grants from BL&DCF through a formalized partnership with an agency that is a CRA Registered Charity.

The registered charity must:

1. Agree to the use of their registration number on the granting application.
2. Accept flow-through funds on behalf of the applicants.
3. Provide written confirmation stating their agreement to the grant application. This letter **MUST** be included with the grant application.

If an organization does not have the above-mentioned partnership, assistance may be available from BL&DCF. Contact [bernicemagee45@gmail.com](mailto:bernicemagee45@gmail.com).

Individuals and businesses are not eligible. Only organizations operating within the Village of Burns Lake and Electoral Areas B & E of the Regional District of Bulkley Nechako are eligible for funding. Organizations must also demonstrate fiscal responsibility.

### Grant Information

Grant application intake will be in the spring of each calendar year.

The BL&DCFS awards grants of up to \$5,000 to established community groups and organizations. At the discretion of the board, grants greater than \$5,000 may be awarded.

Funds that are not used as part of the project are to be returned to the BL&DCFS. Further information will be made available to successful applicants.

### Applicant Notification

Grant applicants will be notified via email by May 1, 2025 as to whether or not their application has been approved. Successful applicants will receive a copy of the *Grant Recipient Agreement*, which outlines the responsibilities of the BL&DCF and the grant recipient. This agreement must be signed by a member of the recipient organization and a BL&DCF executive member. A copy of the signed agreement will be given to the grant recipient organization.



# Grant Application Form

**Due by April 11, 2025 at 4:00 pm**

Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Charitable Registration Number\*: \_\_\_\_\_

Society number: S- \_\_\_\_\_

If your organization does not have its own Charitable Registration Number, please complete the following:

Name of Charitable Organization acting as **qualified donee** for your organization:

Name of **qualified donee** contact: \_\_\_\_\_

Email and phone: \_\_\_\_\_

**Your Organization's Mandate:**

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**Check the theme(s) that your project will address:**

- ☐ Social Services
- ☐ Education
- ☐ Arts & Culture
- ☐ Environment
- ☐ Health
- ☐ Sports and Recreation

**Check the main demographic(s) your project will serve:**

- ☐ Youth
- ☐ Families
- ☐ Seniors
- ☐ General population

**Project Description (attach additional information if required):**

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Amount Requested from the BL&DCF: \_\_\_\_\_

Are you seeking other financial support? \_\_\_\_\_

**\* If yes**, remember to include the name, amount, and whether funding is confirmed or pending in the budget form on page 5.

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**Application checklist – the following documents must be submitted:**

- ☐ Cover Letter (incl. a brief history of your organization, this is your first opportunity to provide a sales pitch on why your project should be funded)
- ☐ Completed Burns Lake Community Foundation Application
- ☐ Project Budget (an example is provided on page 4, and a budget template for you to use is on page 5 of this document)
- ☐ A Letter of Agreement from the chosen qualified donee if you are not a registered charity. Additional reporting may be required by that qualified donee.

**Applications are due by April 11, 2025 at 4:00 pm.**

*Send your application:*

**By email (preferred) to:** *bld.communityfoundation@gmail.com*

**By mail:** **Box 877, Burns Lake BC V0J 1E0**

For assistance, please text or call: 250-692-9459 (Bernice) or 250-692-6823 (Val)

## Sample Budget

### Burns Lake ABC Society Community Hall Revitalization Project Budget

Expense item	Amount		Funder	Amount of Funding	Confirmed or Pending Notification
Engineer Drawing	10,000		Burns Lake ABC Society	75,000	confirmed
Renovation Contractor	100,000		Nechako-Kitamaat Development Fund	30,000	pending
			Burns Lake and District Community Foundation	5,000	pending
<b>Total Project Expense</b>	<b>\$110,000</b>		<b>Total confirmed and pending funding</b>	<b>\$110,000</b>	

- The required budget form for you to complete is provided on the next page, page 5.

## Budget Template

Organization: \_\_\_\_\_

Expense item	Amount		Funder	Amount of Funding	Confirmed or Pending Notification
			BL & District Community Foundation		Confirmed
<b>Total Project Expense</b>			<b>Total confirmed and pending funding</b>		