



The
Banff
Community Foundation
... for now and forever

Community Grants Program
FALL 2008

Application Deadline: Monday September 29, 2008.

1. How to submit:

Electronic (banffcf@shaw.ca) or Faxed (403 – 762 – 8544) submission is acceptable on or before **Monday September 29, 2008 4:30 pm.**

2. Grant Adjudication and Review Process:

An advisory committee consisting of both community and Board members will review this application. Committee meetings will occur in October and November. If this Preliminary Application is selected to advance to the subsequent phases of review, your organization may (although not necessarily) be requested to provide more information. The Granting Committee will finalize its deliberations by mid November, followed by communications with Donor(s) with final Board acceptance expected by mid December. Final granting decisions are the responsibility of TBCF Board of Directors and are based on: 1. TBCF Board goals, 2. Committee recommendations and 3. Specific instructions made by a Donor(s). Distribution of funds should not be expected before January 30, 2009.

3. Final Reports

If successful, you will be required to sign a Grant Agreement and submit a final report. When you are designing your project, please consider that the final report requires:

- Copies of any posters, media or communications that mentions TBCF
- Photographs (digital files preferred) that illustrates “community foundation dollars in action”
- An accounting of project revenues and expenses
- An evaluation of the project – including: 1. Were you able to meet your goals? 2. Was this project worthwhile? 3. How many individuals benefited from the project and what was their profile?

PLEASE READ AND SIGN:

1. The Banff Community Foundation has the right to verify that all information contained in this application is true and accurate. If your application is successful, your organization will be required to sign a Grant Agreement and will have 12 months to file a final report.
2. Late or incomplete final reports will affect future grants.
3. By signing this document, the applicant further understands that The Banff Community Foundation may at its discretion, refer to information contained herein during its public relations activities.

I agree

Name of Organization: _____

Name of _____
Authorized Representative (please print)

Signature of _____
Authorized Representative

Position with Organization _____ Date: _____

The Banff Community Foundation

Our Vision: To improve the quality of life for Banff National Park communities – now and forever.

Our Mission: To live a model of philanthropy that is transparent and accountable to our donors, to the community, and that inspires future generations

Community Grants Program Preliminary Application

Date of this request _____ CRA Number BN _____ RR _____
(8 digits - Essential for eligibility)

Registered name of Organization _____

Mailing Address _____
Box number/Street Town Province Postal Code

E-mail _____ Web _____

Telephone _____ Fax _____

Contact Person _____ Position _____

Project Title _____

A: About the project: Who, What, Where, Why, When?

1. What do you plan to do?

2. Who will benefit? (target audience; sector(s) of the community)

3. Which sector(s) best describes this project? (Circle the the one(s) that apply)

Arts Education Environment Health Heritage Recreation Social Services

4. Where will the project be delivered? When will it be delivered?

Where? _____

When? _____

5. Why is this project important? What community need(s) does it meet?

6. What criteria will you use for its evaluation?

7. What would you like to emphasize to the committee and to the Donors to the foundation?
i.e. is your project a good fit with the foundation's mission and vision?

B: Project Budget

8. Total Budget of Project \$ _____ Amount Requested \$ _____

Expenses:

| Major item(s) | Amount |
|---------------|--------|
|---------------|--------|

Revenues:

| Source | Amount | Confirmed? | Pending? |
|--------|--------|------------|----------|
|--------|--------|------------|----------|

9. If the Foundation cannot support the project for the full amount, will the project still proceed? How will you manage?

This is the end of the Preliminary Application

