

# LILLOOET COMMUNITY FOUNDATION

## **GRANT APPLICATION GUIDELINES**

Through the Lillooet Community Foundation, the District of Lillooet is interested in exploring ways to address community needs sensitive to the social, cultural, artistic, educational, and recreational well-being of the residents of Lillooet.

The Citizens Committee will review the grant proposals and put forward grant approval recommendations to the District of Lillooet Council.

A final report is required upon completion of the project and shall include a detailed financial report.

### **Eligibility Criteria**

In order to have a grant application considered for Lillooet Community Foundation funding, applicants must meet the following eligibility criteria:

- Volunteer or service organizations from the District of Lillooet

In-eligible applicants for a Lillooet Community foundation Grant include:

- Individuals or businesses; or
- Any organization that has an outstanding final report from a previous grant.

### **Guiding Principles**

The Lillooet Community Foundation will fund specific projects that have a defined beginning and end, with readily identifiable goals. Priority will be given to non-annual events and new applicants.

### **What We Fund**

Assessment and evaluation of requests for funding through the Lillooet Community Foundation bases its decision on the following criteria:

- Up to fifty percent (50%) of the project costs, to a maximum contribution of \$1,000, dependent on demand and project priority;
- Projects that focus on social, cultural, artistic, educational, and recreational activities;
- Projects encourage broad community support and participation;
- Projects are self-sustaining;
- Projects help create and strengthen community networks between neighbors and/or organizations; and
- Projects will be for new initiatives and not for ongoing operational expenses.

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## What We Do Not Fund

The following activities are not eligible for funding and therefore consideration of such requests will not occur:

- More than 50% of a project's cost;
- An organization's ongoing operational or core expenses; retroactive funding, or any project expenses incurred prior to the grant funding decision;
- The cost of municipal services, for example, property taxes or fees at a municipal facility;
- Debt retirement or reserves; mortgage pay-downs;
- Travel to, or attendance at, conferences, competitions, symposia, or annual events;
- Office equipment and furniture;
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes, unless the community at large will benefit significantly;
- Sabbatical leaves, student exchanges;
- Medical facilities or equipment;
- Bursaries, scholarships and awards;
- School trips or equipment;
- Any project considered a fundraising activity.

## **How to apply**

Complete the application form and return it to the District of Lillooet – Attention: Lillooet Community Foundation Committee, prior to the deadline.

For consideration, funding applications must be completed in full and must include the following attachments:

- Prior year's financial statements to demonstrate fiscal responsibility and management
- Other relevant supporting documentation such as letters of support

## **Where to apply**

Applications can be hand delivered to the District of Lillooet Municipal Hall – Attention Lillooet Community Foundation Committee, or

Sent by mail to the District of Lillooet, Attention Lillooet Community Foundation Committee, PO Box 610, Lillooet, BC V0K 1V0, or

Sent by email to [cityhall@lillooetbc.ca](mailto:cityhall@lillooetbc.ca)

## **When to apply**

Funding decisions are determined twice a year. The deadlines are March 31 and August 31. Your organization may submit the formal proposal any time prior to the deadline. Funding announcements will occur prior to April 30 and September 30, respectively.