

2024/25 Community Enrichment Grants

Comox Valley Community Foundation

Organization Type and Location

To update the applicant or organizational information above, please email sigourney@cvcfoundation.org

Organization Type*

Choices

Registered Charity as defined by Canada Revenue Agency

Registered Society as defined by the Societies Act of British Columbia

First Nation, municipality, or public body performing a function of government in Canada

Is your organization located on Hornby Island?*

Choices

Yes

No

Sponsorship

To apply for the Community Enrichment Awards, registered societies need to work in partnership with a financial sponsor.

What is a financial sponsor?

A financial sponsor is a qualified donee (registered charity) who works in partnership with the registered society and agrees to take on an application and its activities as its own and engages a society as an intermediary to carry out the activities. The agreement should be made between organizations with a mutual alignment of values and missions. If an application with an agreement is successful, payment will be made to the registered charity, which will be responsible for disbursing funds to the registered society.

Sponsorship Agreement*

Please upload your signed Sponsorship Agreement.

File Size Limit: 2 MB

Name of Sponsoring Organization*

Character Limit: 250

Contact at Sponsoring Organization*

Character Limit: 250

Role or Title*

Character Limit: 250

Email Address*

Character Limit: 250

Phone Number*

Character Limit: 9

Eligibility Requirements

Grant Priorities*

Proposals must directly relate to at least one granting priority. Please identify which of the priorities below your proposal is related to.

Select all that apply

Choices

- Equity, diversity and inclusion
- Food insecurity and food systems
- Mental health and connection

Existing Documents Welcome

We are happy to accept existing documents, such as an application written for another funder, which includes some or all of the information we are requesting below. Please upload the document here and provide notes if needed in the text box. Please complete only the questions not covered in the existing document.

Character limit: 1,000

Character Limit: 1000 | File Size Limit: 2 MB

Eligibility for Hornby Island

Applications from organizations located on Hornby Island will be reviewed by up to two committees.

1. Applications for capital projects and items regardless of focus area will be considered by the Directors of the Hornby Island Community Fund.
2. Applications which meet the Community Foundation granting priorities will be reviewed by a community Grants Review Taskforce.

Please note applications may fit into one or both of these categories and we will ensure your

application is directed appropriately. Questions? Contact sigourney@cvcfoundation.org to learn more.

Type of Request Hornby Island Only

Choices

- Capital Projects and items
- Other

NEW Granting Priorities Hornby Island Only

Please identify if your application aligns with the following granting priorities.

Select any that apply.

Choices

- Equity, diversity and inclusion
- Food insecurity and food systems
- Mental health and connection

Organization Information

How many volunteers, including board members, does your organization currently have?*

Character Limit: 250

How many full-time staff does your organization currently have?*

Character Limit: 250

How many part-time staff does your organization currently have?*

Character Limit: 250

Organization Annual Revenue*

What is your organization's annual revenue?

Choices

- \$49,999 and under
- \$50,000 to \$149,999
- \$150,000 to \$499,999
- \$500,000 to \$1,499,999
- \$1,500,000 to \$4,999,999
- \$5,000,000 - \$9,999,999
- \$10,000,000+

Internal Controls*

Does your organization have practices and procedures in place for internal controls and accountability?

Choices

Yes

No

Financial Controls*

Does your organization have a bank account in the name of the organization and a financial management system to track the income and expense transactions of the organization effectively?

Choices

Yes

No

When did your organization begin operating?*

Character Limit: 250

Describe your organization's mission/purpose and how it relates to the granting priorities?

Existing documents are welcome. Please upload below or write in the text box.

Character limit: 3,000

Character Limit: 3000 | File Size Limit: 2 MB

Proposal Name

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Character Limit: 100

Proposal Summary*

Summarize your proposal in one line

Character Limit: 250

Proposal Details

Proposal Details*

Please explain your plan. What are you going to do?

Keep in mind that reviewers may not be familiar with your organization, so make sure to provide context so they can understand your plan. Bullet points are encouraged!

Character limit: 5,000

Character Limit: 5000

Impact*

Please describe how this funding will support the needs of our community. How does your plan relate to the granting priorities? What does success look like?

Example: number of people served, number of meals distributed, number of hours of counselling etc. We will ask about this impact in the final report.

Character limit: 5,000

Character Limit: 5000

Primary Population Impacted*

What is the primary population that would be served by this funding? Select one primary population

Choices

- children and young adults;
- women;
- First Nations, Métis and Inuit peoples;
- Black persons;
- persons of colour;
- persons whose gender identity or expression is not cisgender;
- persons living with disabilities;
- persons living in rural and remote communities;
- immigrants;
- refugees
- 2SLGBTQIA+ persons;
- seniors;
- persons and families working and earning low incomes;
- persons receiving social assistance;
- persons with experiences of abuse and trauma; and
- persons living with mental illness or addiction.

Other Population Impacted*

What other populations would this funding serve? Select all that apply.

Choices

- children and young adults;
- women;
- First Nations, Métis and Inuit peoples;
- Black persons;
- persons of colour;
- persons whose gender identity or expression is not cisgender;
- persons living with disabilities;

persons living in rural and remote communities;
 immigrants;
 refugees
 2SLGBTQIA+ persons;
 seniors;
 persons and families working and earning low incomes;
 persons receiving social assistance;
 persons with experiences of abuse and trauma; and
 persons living with mental illness or addiction.

Describe ways your organization actively brings an equity lens to its work*

An equity lens recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to the success of the program. When the principle is used, the organization's work is guided by the needs and aspirations of the people being served. Those people served are provided meaningful opportunities for participation in project planning, leadership, evaluation, and promotion.

Character limit:2,000

Character Limit: 2000

Proposal Timeline

Start Date

Optional: please include if applicable to your proposal.

Character Limit: 10

End Date

Funds must be fully spent by December 31, 2025.

Character Limit: 10

Funding Request

Funding Request*

There is no maximum amount of funds an organization may request; however, grant approvals have historically ranged from \$30,000 to \$3,000 per application with most requests funded at the \$10,000 level or lower. This year, \$300,000 will be available for distribution in support of the entire community. We encourage applicants to keep their requests relative to the total funding available.

Character Limit: 20

Partial Funding

Partial Funding*

Will your proposal proceed with partial funding?

Choices

Yes

No

Partial Funding Plan

How will the proposal be adapted? What impact would partial funding have on your proposal's goals?

Character Limit: 2000

Budget

Please attach an organizational budget for 2024/25*

File Size Limit: 2 MB

Proposal Budget*

Please upload an existing budget template for your proposal, or use the budget template provided. If you are unable to complete a budget template for your proposal, please contact sigourney@cvcfoundation.org for assistance.

File Size Limit: 2 MB

Financial Information

Please upload your organization's most recent audited or unaudited financial statements*

File Size Limit: 5 MB

Other Confirmed Sources of Funding Amount

Character Limit: 20

Other Confirmed Sources of Funding Organization Names

List name(s) of organization(s)

Character Limit: 250

Other Unconfirmed Sources of Funding Amount

Character Limit: 20

Other Unconfirmed Sources of Funding Organization Names

List name(s) of the organization(s)

Character Limit: 250

Final Notes

If you received a 2023/24 CVCF Community Enrichment Grant, final reports are due **December 31, 2024** unless other arrangements have been reached in advance. Additional grant funding will proceed only when final reports from prior grants are complete. Please contact us if you need help or have questions about the final reporting.

Your Feedback (Optional)

As part of our ongoing commitment to improve service and best practices in granting, the Community Foundation is gathering insight about the growing use and value of Artificial Intelligence (AI) as a support tool for grant writing. Responses are optional and will be compiled separately from your application for internal learning only.

Does your organization use AI for planning, writing or other uses?

Choices

Yes

No

Sometimes

Is it helpful in preparing grand applications?

Choices

Yes

No

Sometimes