

ORGANIZATIONAL GRANT APPLICATION

SECTION 1

ORGANIZATION GRANT APPLICANT INFORMATION

Name of Organization							
Street Address					Apartment/Unit #		
City					Prov.	Postal Code	
Phone	(W)	(H)			(C)		
Email							
Name & Position of Contact Person							
Is address the same as above?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If address is not the same, please provide details below.			
Street Address					Apartment/Unit #		
City					Prov.	Postal Code	
Phone	(W)	(H)			(C)		
Email							
Website and /or Facebook page of organization							
Is your organization incorporated?		YES <input type="checkbox"/>	Date of Incorporation (d/m/yr)				
If your organization is not incorporated, in what year was it founded?							
Is your organization a registered charity?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give charitable number			
Is your organization registered as a non-profit organization?			YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Has your organization ever received a grant from this foundation?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If yes, when and how much?							
PROJECT							
Project Title:							
Project Summary: A brief description of no more than 50 words which the Foundation can use in its promotional and reporting needs							
Project will begin:				Project will finish:			
Amount requested:							

Print name of President: _____ **Signature:** _____ **Date:** _____

Print name of Secretary/Treasurer: _____ **Signature:** _____

If request is \$500.00 or more, please complete Section 2. All applicants must complete Section 3.

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SECTION 2

MANDATORY CHECKLIST FOR APPLICANTS REQUESTING \$500.00 OR MORE.	
<i>Please check items that have been completed. Incomplete applications will not be accepted.</i>	
_____	We have included a list of the organizations' Board of Directors or Executive Committee
_____	We have included a most recent Annual Report of the organization
_____	We have included a most recent financial statement
_____	We have included a profile of our organization. In a maximum of 3 pages, this includes the goals or purpose of our organization, the activities and programs that we undertake, the individuals that participate in our organization and the service that our organization provides to the community.
_____	We have included a project proposal, maximum 3 pages, describing the proposed project. The project has a clearly defined educational benefit or an educational tool for a community of British Columbians. The proposal includes what we hope to accomplish and its significance or contribution both to our organization and to the advancement of Ukrainian language studies, education, history, heritage, literature, culture, and the arts in Canada. The proposal provides evidence of the planning and resources necessary to bring this project to completion, including a plan to make the project available to British Columbians.
_____	We have included a project budget. This includes all sources of revenue for the project: the amount requested from the Foundation, the amounts from other grant applications, monies raised through fundraising, and any other sources of revenue such as registration fees, sales, sponsorships, among others. All expenses for the project should be listed. These may include professional fees, equipment or facility rental, printing, distribution or installation costs, licensing and copyright fees, communication or promotional costs, travel and accommodation costs among others. They do not include living allowance or personal remuneration. The Foundation encourages prudent and responsible fiscal planning.
_____	We will send a final project report and financial report within 6 months of completion. This will include a maximum 1-page narrative outlining the background of the project, its purpose, event dates, number of people participating/attending, other partners/funders and we will attach any other relevant information i.e. printed materials, programs, DVDs and CDs.

SECTION 3

MANDATORY FOR ALL APPLICANTS.	
<i>Please initial each item.</i>	
_____	We have read and understood the eligibility criteria and guidelines for this program.
_____	We have read the assessment criteria of the Ukrainian Studies Foundation of B.C. grants program.
_____	We accept the conditions of this program and agree to abide by the decision of the Ukrainian Studies Foundation of B.C.
_____	We understand that the Ukrainian Studies Foundation of B.C. is subject to the Freedom of Information and Protection of Privacy Act and the above information is protected under the Act.
_____	We confirm that the statements in this application are true. False or misleading information may result in my forfeiting the grant.

Signature: _____ **Date:** _____

Please send applications to: **Ukrainian Studies Foundation of British Columbia**
Suite 101 - 7007 Kerr Street, Vancouver, BC V5S 3E2

For internal use only:	
Date application received: _____	Date approved: _____
Amount approved: _____	Date final report received: _____

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PROJECT BUDGET SHEET

NOTE: APPLICANT MAY USE THIS FORM OR CREATE THEIR OWN BUDGET SHEET.

EXPENSES:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL BUDGETED EXPENSES

\$ _____

Notes: _____

REVENUE SOURCES:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL BUDGETED REVENUE

\$ _____

Notes: _____

Submitted By: _____

Signature: _____ **Dated:** _____