



Burns Lake and District Community Foundation Society Grant Guidelines

The Burns Lake and District Community Foundation Society (BL&DCFS) 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 members of the community for the benefit of 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.blcommunityfoundation.ca

The Foundation's Finance Committee determines the number of funds that are available for distribution and makes a recommendation to the board of directors who authorize the distribution by the Community Foundation Society.

Eligibility

Community organizations are eligible to apply for grants from the BL&DCFS. Grants are not made to individuals or businesses. Organizations must demonstrate effective management and fiscal responsibility. Only organizations that operate within Burns Lake and Lakes District are eligible for funding.

Grant Type and Amount

Grant application intake will be in the spring of each calendar year. A second grant cycle may be undertaken in the fall at the discretion of the board if funds are available.

The society awards grants of up to \$5,000 to established community groups and organizations.

Funds that are not used as part of the project are to be returned to the BL&DCFS.



Burns Lake and District
Community Foundation

Burns Lake and District Community Foundation
PO Box 570
Burns Lake, BC V0J 1E0
bld.communityfoundation@gmail.com

Applications due April 14, 2023 at 4:00pm

Grant Application Form

Name of Organization: _____

Charitable Registration Number* (see page 4): _____

Full Address: _____

Phone: _____

E-mail: _____

Contact Name: _____

Full Address: _____

Phone: _____

E-mail: _____

Organization Mission or Mandate:

Project Start Date: _____

Project End Date: _____

Total Project Cost: _____

Amount Requested from the Foundation: _____

Are you seeking other financial support: YES NO

If yes, please list source, amount and whether funding is confirmed or pending, include financial contributions from your organization:

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)
- Burns Lake Community Foundation Application
- Project Budget (an example is provided on page 5 of this document)
- Charitable Registration Number** - All applicants must be a registered Canadian charity or be sponsored by a registered Canadian charity or another qualified donee. If your organization is not a registered charity, then to be eligible for funding through the BL&DCF, you need to work with an organization that is a registered charity (a qualified donee) and agrees to support your application. Additional reporting may be required by that qualified donee.

Applications due April 14, 2023 at 4:00pm

Send your application:

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

In person: Village of Burns Lake Office

By mail: PO Box 570, Burns Lake BC V0J 1E0

Sample Financial Report

Burns Lake ABC Society Amphitheatre Stage Revitalization Project Financial Report

Lumber	\$1580
Hardware	\$547
Electrical Rewiring (contracted to XYZ Electrical)	\$820
Stage Lighting	\$965
Total:	\$3912

(As an alternative to a financial report, grant recipients may also submit a copy of pertinent receipts)