



## 2022 Stage 1: Grant Proposal Application

### Project Proposal

Your Project Proposal provides an initial description of the project for which you are seeking funding support as well as allows the Foundation Grants Committee to screen your project for basic eligibility.

Often, when a Project Proposal is submitted, the Foundation can provide support, expertise, and assistance to applicant organizations. On other occasions, the Foundation may be able to put organizations into contact with other funding bodies. These organizations may be prepared to work in collaboration to initiate a project or may mentor organizations in meeting new or emerging community needs.

\*If your organization is not a Registered Charity you may still submit a Project Proposal. If the Foundation accepts your proposal, you will be required to enter into an agreement with the City of Quesnel, who will act as an intermediary as per Canada Revenue Agency rules/guidelines. The Foundation will submit your Project Proposal to the identified intermediary for final approval and you will then be notified if you qualify for a full Grant Application.

### **Instructions:**

1. Save this file to your computer. This will allow you to protect your work, save it while in progress, and share the file with others for editing before completion.
2. Please review our 2022 [Funding Guidelines](#) before submitting your Project Proposal. This document is available on the website at [www.quesnelcommunityfoundation.ca](http://www.quesnelcommunityfoundation.ca).
3. Email your completed form to [quesnelcommunityfoundation@gmail.com](mailto:quesnelcommunityfoundation@gmail.com) by the deadline as outlined in 2022 [Funding Guidelines](#).
4. Deadline for 2022 Project Proposal Applications: **Friday January 28, 2022 at 5pm.**

If you have any questions, please contact the QCF Coordinator @ 250-985-1612 or [quesnelcommunityfoundation@gmail.com](mailto:quesnelcommunityfoundation@gmail.com).

### **General Organization Information:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Main Project Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Project Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Registered Charity Number (required): \_\_\_\_\_

*NOTE: if you do not have a Registered Charity Number, please indicate with which charity/equivalent-to-charity organization with whom you intend to partner (see page 2 of our Funding Guidelines regarding Eligibility). No documentation is required with this Project Proposal."*

Name of Sponsoring Charity (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of Members in Organization: \_\_\_\_\_

Number of employees: \_\_\_\_\_ Number of Board/Council members: \_\_\_\_\_

Project Name: \_\_\_\_\_

Planned Project Start Date: \_\_\_\_\_ Planned Project End Date: \_\_\_\_\_

Number of People your Project will Impact: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mandate and activities of your organization: *Why does your organization exist? What is its purpose? Who are your members?*

Provide a short description of your project:

Identify the other organizations collaborating, partnering, or funding the project:

What funding category does your project fall under and how will your project enhance the quality of life for people in our community?

Estimate the total cost to complete your project: \$ \_\_\_\_\_

Total amount requested from the Foundation: \$ \_\_\_\_\_