

# YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

## Chris Argue Memorial Fund Scholarship

March 12, 2011

### Introduction

Founded in 1993, the Yellowknife Community Foundation (YCF) actively serves our community as a fund developer, fund manager and grant-maker. The YCF represents a pooling of many individual funds established by generous citizens, corporations and other organizations through donations, gifts of life insurance and bequests. These funds make up the permanent endowments of the Foundation, from which the interest income is disbursed as grants or scholarships.

YCF awards grants from the *Yellowknife Community Fund*, which has been established by donors who have designated their gifts as unrestricted or to a broad field of interest. These grants are primarily made in the areas of social services, health, arts, recreation, education and the environment. The Foundation's website contains additional information under the *Yellowknife Community Fund* tab at: [www.yellowknifecommunityfoundation.ca](http://www.yellowknifecommunityfoundation.ca).

The Foundation also awards grants from its named funds for the purposes designated by the fund originators. Applicants seeking an award from one of these funds should demonstrate the compatibility of their pursuit to the goal of the fund. Additional information on named funds is found on the YCF website at: [www.yellowknifecommunityfoundation.ca/funds](http://www.yellowknifecommunityfoundation.ca/funds).

### Chris Argue Memorial Fund Scholarship

The Chris Argue Memorial Fund was established to assist individuals or organizations involved in the development of leadership skills and self-confidence through self-propelled wilderness travel in the Northwest Territories. Grants may be used for travel, providing leadership or skills training, attending courses, programs or training or promotional activities related to self-propelled wilderness travel in the Northwest Territories.

**Prerequisites**

To be eligible, individual applicants must demonstrate their leadership in the promotion of self-propelled wilderness travel, have clear short and long-term goals related to this field and show that they will contribute to the community or the NWT in this field. They must also have resided in the NWT for at least two years.

To be eligible, organizational applicants must demonstrate the practicality of their application and its potential to develop the leadership skills and self-confidence of individuals through self-propelled wilderness travel in the Northwest Territories. Organizations must also be registered as a non-profit corporation in the NWT with a mandate that is dedicated in whole or in part to self-propelled wilderness travel.

**General Conditions**

1. All applicants must complete the Application Form in full including Social Insurance Number.
2. Incomplete applications will not be considered.
3. Applications must be submitted electronically and be legible and easily copied.
4. Attachments, with the exception of reference letters should be kept to a minimum.

**Applications**

The deadline for applications is May 15 of each year. The application must include a written essay of at least 500 words on:

1. The eligibility of applicant with reference to the Chris Argue Memorial Fund criteria
2. How the planned activities will further the purpose of the fund
3. A detailed plan outlining the proposed use of the funds

(See Application Form B for these items)

It must also include contact information and a letter of reference from a recognized sport organization or another source acceptable to the Yellowknife Community Foundation.

**Review**

Preference will be given to eligible individuals or organizations whose past activities reflect the guiding values of the Fund. Preference may also be given to individual applicants whose career goals include science or engineering along with their dedication to self-propelled wilderness travel. The grant may be awarded more than once to the same applicant.

**Checklist**

- Application Forms A and B
- Eligibility Statement
- Letter of Reference
- Photograph and Release Form
- Social Insurance Number for individuals
- Charitable Registration Number for Groups

**YELLOWKNIFE COMMUNITY FOUNDATION  
APPLICATION FORM 'A'- GENERAL INFORMATION**

1. Name  _____	2. Name (Secondary contact)  _____
3. Email Address (Primary)  _____	4. Email Address (Secondary)  _____
5. Phone Number (Primary)  _____	6. Phone Number (Secondary)  _____
7. Mailing Address  _____	8. Social Insurance Number (will only be used to issue a T4 slip if the applicant is successful) or Charitable Registration Number  _____

**Other Requirements**

1. Individuals receiving grants from the YCF must provide their Social Insurance Number prior to the issuance of a cheque. T4 forms will be issued to all individuals for filing with Canada Revenue Agency.
2. All applicants receiving grants from the YCF must provide a photograph suitable for publication, see Attachment 'A'. By signing this form, all grant recipients give their express permission to the YCF to utilize the photos provided for publication purposes for so long as the YCF requires.
3. Applicants receiving grants from the YCF may be asked to participate in public relations activities designed to promote YCF and its purposes. All grant recipients must also acknowledge receipt of the grant in newsletters, websites and other in communications they utilize to promote their activities.

Signature of the individual applying for a grant or of the primary contact for an organization applying for a grant:

Signed \_\_\_\_\_ Date \_\_\_\_\_

**YELLOWKNIFE COMMUNITY FOUNDATION  
APPLICATION FORM 'B'**

1. In 100 words or less, state the purpose for which a grant is being requested.
  
2. How does the stated purpose match the goals of the Chris Argue Memorial Fund?
  
3. Provide information on your eligibility for this scholarship.

4. Outline your project's budget:

Revenues		Expenses	
(Identify each)			
YCF Grant	\$1,000.00	Expense 1	
Other 1		Expense 2	
Other 2		Expense 3	
Other 3		Expense 4	
Total		Total	

5. Provide any other details on your project not included above.
  
6. Describe the type of recognition your organization can provide for YCF?
  
7. When will the project commence and when will it conclude?

**YELLOWKNIFE COMMUNITY FOUNDATION  
PHOTOGRAPHIC TECHNICAL REQUIREMENTS**

A minimum of three (3) high-resolution electronic photographs must be submitted to YCF. They should be reflective of the individual or organization applying for the scholarship. A caption or description of the photo must be provided, identifying the date of the photo, the names of the persons in the photos, and information about the context of the photo (i.e. at what event the photo was taken).

The attached Photo Release form must be completed and signed, providing the Yellowknife Community Foundation with permission to use the photos to promote the Foundation in advertising, its annual report, on the website, and in other media.

**Yellowknife Community Foundation  
Photograph Release Form – Each Photo Must Listed**

Photo (include description, photographer, date and location details)

1. \_\_\_\_\_  
\_\_\_\_\_
  
2. \_\_\_\_\_  
\_\_\_\_\_
  
3. \_\_\_\_\_  
\_\_\_\_\_

Without further consideration, I hereby consent that the enclosed photographs may be use by the Yellowknife Community Foundation for promotional and informational material. The photo is described as follows

Permission granted by: \_\_\_\_\_

Address \_\_\_\_\_

Phone / Email \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_