

YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

David Sutherland Memorial 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.

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.

David Sutherland Memorial Fund Scholarship

The David Sutherland Memorial Fund was established to support the activities and development of young cross country skiers in the NWT.

Prerequisites

Individuals must be members of an NWT cross country ski organization recognized by Sport North Federation and must be an NWT resident for at least two years. Organizations must be NWT cross country ski organizations as recognized by Sport North Federation.

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

Applications must be received by May 15 each year. The application must include a statement in at least 500 words on:

1. Why they are applying for the grant;
2. What cross country skiing activities they have been involved in, for example:
 - a) For an individual, their involvement in cross country skiing programs as a participant or coach, coach assistant or Jackrabbit leader; or
 - b) For an organization, their involvement in the delivery of a cross country skiing program.
3. How the grant will contribute to them achieving their goals or a plan for how the funds will be used.

If an individual, applicants must include a letter of reference from a recognized sport organization or another source acceptable to the Yellowknife Community Foundation attesting to the applicant's involvement in the above listed activities, the exhibition of the above listed qualities and a verification of residency.

Review

The criteria to be used in assessing applications for an award shall include:

1. Demonstrated traits such as sportsmanship, enthusiasm, friendliness, spirit, determination and perseverance.
2. Willingness to give back to the sport.

Checklist

- Application Form
- Statement covering items 1, 2 and 3 above
- Letter of Reference
- Photograph and Release Form
- Social Insurance Number

**YELLOWKNIFE COMMUNITY FOUNDATION
APPLICATION FORM - 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) _____

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
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: _____