

# YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

April 5, 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 YCF, from which the interest income is disbursed as grants.

YCF awards grants from the *Yellowknife Community Fund*, which has been established by donors that 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, education and the environment. The specific conditions are outlined in the following section.

YCF 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. The specific conditions for each named fund are outlined on the Foundation's website at [www.yellowknifecommunityfoundation.ca](http://www.yellowknifecommunityfoundation.ca).

Yellowknife Community Foundation  
P.O. Box 1620 - Yellowknife, NT X1A 2P2  
[www.yellowknifecommunityfoundation.ca](http://www.yellowknifecommunityfoundation.ca)

## **Enough Talk, Hurry Up and Do It Already Arts Scholarship**

The Enough Talk, Hurry Up and Do It Already Arts Scholarship was established by Dustin Milligan to assist Ecole Sir John Franklin High School graduating students pursuing post secondary studies in the performing arts, film, music or writing.

### Prerequisites

To be eligible, individuals must be grade 12 students at Ecole Sir John Franklin High School who have been accepted into a post secondary program for the performing arts, film, music or writing for the following school year.

### Review

Preference will be given to applicants that demonstrate a strong work ethic, talent in their chosen field and a passion for drama, film, music or writing-related studies and activities both in school and in the community.

### Applications

Applications must be submitted in a sealed envelope (labelled "Enough Talk Scholarship Application") to the office at Ecole Sir John Franklin High School in Yellowknife, NT by 12:00 noon, two weeks prior to the Sir John grad awards event (or the previous Friday if the grad awards event falls on a weekend or holiday) must be received by May 15 each year. Awards will be announced in conjunction with a Sir John Franklin High School awards event. Applications must include:

1. A completed application form including a digital photo of the applicant in a performance or related setting and a release form for the photo.
2. A 500 word statement which includes:
  - a. Why they are applying for the scholarship;
  - b. What performing arts, film, music or writing studies activities they have been involved in; what their role in any such activity was; and how the scholarship will contribute to them achieving their goals.
3. A portfolio highlighting the performing arts, film, music or writing work that they have done both in school and the community, including supporting materials such as photos, assignments and or a DVD or VHS tape of their work.
4. A letter of reference attesting to the applicant's involvement in the activities described in the application.
5. Proof of acceptance into a post secondary program established in the prerequisites for this scholarship.

Incomplete applications will not be considered.

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**YELLOWKNIFE COMMUNITY FOUNDATION  
APPLICATION FORM  
ENOUGH TALK, HURRY UP AND DO IT ALREADY ARTS  
SCHOLARSHIP**

**General Information**

1. Name \_\_\_\_\_

2. Mailing address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- a. Charitable Registration Number or name of the Charitable Organization through which the grant will flow and their Charitable Registration Number – or
- b. Social Insurance Number (if an individual is applying)

\_\_\_\_\_

3. Phone

a. day \_\_\_\_\_

b. evening \_\_\_\_\_

c. fax \_\_\_\_\_

4. Email address - \_\_\_\_\_

5. Webpage address (if applicable)

\_\_\_\_\_

6. Secondary contact name (must be an individual for all applications)

7. Phone \_\_\_\_\_

d. day \_\_\_\_\_

e. evening \_\_\_\_\_

f. fax \_\_\_\_\_

8. Email address \_\_\_\_\_

### **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 must provide a digital photograph suitable for publication. Attachment 'A' outlines the type and format of photos required. 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.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

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## **YELLOWKNIFE COMMUNITY FOUNDATION PHOTOGRAPHIC TECHNICAL REQUIREMENTS**

Photographs submitted to YCF should be provided in high-resolution electronic format (gif, jpeg or tiff format).

A signed release form must accompany every photo, providing the Yellowknife Community permission to use the photo to promote the Foundation in advertising, its annual report, on the website, and in other media.

A caption or description of the photo should 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 or Video Release form must be completed and signed.

## Yellowknife Community Foundation Photograph Release Form

Photo Subject(s): \_\_\_\_\_  
(print name)

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

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

Description: \_\_\_\_\_  
\_\_\_\_\_

Photographer: \_\_\_\_\_

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

\_\_\_\_\_  
(street, community)

\_\_\_\_\_  
(province/territory, postal code)

\_\_\_\_\_  
(phone, fax, email – if available)

Date of Consent \_\_\_\_\_

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

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