

# YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

## Mary Beth Miller Memorial Scholarship Fund

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).

### Mary Beth Miller Memorial Scholarship Fund

The Mary Beth Miller Memorial Fund was established to support individuals or organizations who are interested in pursuing / developing sport excellence in cross-country skiing, biathlon, mountain biking, speed skating, canoeing or kayaking. For individuals, grants may be used to purchase equipment, assist with travel costs, purchase coaching or technical services or to attend a leadership training event. For organizations, grants may be used to sponsor a training event for young leaders involved in one of the above named sports or sponsor a special event that will enhance the development of athletes, especially through non-conventional, creative training activities.

**Perquisites**

To be eligible, individual applicants must be pursuing sport excellence in cross-country skiing, biathlon, mountain biking, speed skating, canoeing or kayaking. They must also have resided in the NWT for at least two years. Organizations that apply must be a member of a territorial sport organization responsible for one of the sports referenced above.

**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. Applications must include a written essay of at least 500 words on:

1. Why the individual is applying for the grant;
2. What sport/leadership activities they have been involved with
3. How the grant will contribute to them achieving their career goals.

Applications must also include a letter of reference from a recognized sport organization or another source acceptable to the Yellowknife Community Foundation that can also verify the residency requirement.

**Review**

Factors taken into consideration in reviewing grant applications from individuals include: enthusiasm, exuberance, friendliness, spirit, determination, love and respect for family, encouragement of others and giving back to the community. Factors taken into consideration in reviewing grant applications from organizations include: the practicality of the application and its potential to train young leaders involved in one of the above-named sports or enhance the development of athletes, especially through non-conventional, creative training activities.

**Checklist**

- Application Form
- Essay
- Letter of reference
- Photograph and Release Form
- Social Insurance Number for individuals

**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) 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  
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: \_\_\_\_\_