

# YELLOWKNIFE COMMUNITY FOUNDATION GRANT HANDBOOK

## Yellowknife Community Fund

April 6, 2012

### 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.

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 also awards grants from its named / scholarship 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 / scholarships funds is found on the YCF website.

### Yellowknife Community Fund

The *Yellowknife Community Fund* was established to assist the Foundation with addressing its mandate. As such, grant requests will be considered for projects in or around Yellowknife which

- advance the welfare of the needy and alleviate human suffering and poverty;
- assist and promote arts and cultural activities, sport, recreation and community development;
- advance education;
- assist and advance the provision of medical services; and
- assist and advance other community activities or facilities of a charitable nature.

## Grant Applications

### Prerequisites

To be eligible, applicants must be registered charities or organizations able to provide charitable tax receipts.

### General Conditions

As a registered charity, the YCF can only provide grants to other charities or organizations that can issue charitable receipts.

1. All applicants must complete this form and then submit using the on-line application process.
2. Incomplete applications will not be considered.
3. The YCF does not fund ongoing (i.e. operating) costs of a program.
4. Attachments should be kept to a minimum.
5. All grant requests must be accompanied by a letter of reference from an organization recognized by YCF.

### Applications

Applications can be submitted at any time. Groups or individuals seeking funding are advised to apply well in advance of a project as applications are reviewed only in May, September, November and March.

Only fully completed applications will be considered. The application must include a written statement including information on the above noted criteria and contact information. It must also include a letter of reference from one other local organization or another source acceptable to YCF. Except in exceptional circumstances, grants are limited to a maximum of \$5,000 per year.

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. Applicants may also be asked to provide photographs for these purposes.

## YELLOWKNIFE COMMUNITY FOUNDATION

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 YCF Yellowknife Community Fund?
  
3. How much is being requested:
  
4. Outline your project's budget:

	Revenues		Expenses
(Identify each)			
YCF Grant		Expense 1	
Other 1		Expense 2	
Other 2		Expense 3	
Other 3		Expense 4	
Total		Total	

5. State the mandate or mission of your organization.
  
6. Who specifically will benefit from the proposed project?
  
7. Describe the type of recognition your organization can provide for YCF?
  
8. When will the project commence and when will it conclude?
  
9. Please provide your charitable registration number or information on the organization that will receive the grant.