

Prince George & Region Prosperity Fund

Prince George Community Foundation

Eligibility Checklist

ELIGIBILITY CHECKLIST

The Prince George Prosperity Fund is open to qualified donees, which includes:

- Charities registered with the CRA
- Incorporated Non-profits
- Indigenous governing bodies

If your organization is a qualified donee, you can apply directly to the Prince George Prosperity Fund. If you are an incorporated non-profit, you will need to apply and work in partnership with a collaborating organization which is a qualified donee.

Please indicate what type of organization you are:*

Choices

Registered Charity/ Qualified Donee

Non Profit Registered Society with a partner Qualified Donee

Indigenous Governing Body

None of the above

Registered Charity/Society Number*

Character Limit: 75

Organization Information

Describe your organization's mission and purpose*

Ensure your response includes how your organization is aligned with the Prince George & Region Prosperity Fund's purpose.

Character Limit: 2500

Please indicate your organization's annual revenue*

Please note that this is just for our understanding of your organizational scope and does not have an impact on your adjudication.

Choices

\$49,999 and under

\$50,000 to \$149,000

\$150,000 to \$499,000

\$500,000 to \$1,499,999
\$1,500,000 to \$4,999,999
\$5,000,000 to \$9,999,999
\$10,000,000 +

Please indicate the primary population that your organization serves.*

Please check all that apply.

Choices

- Open to all
- Members of LGBTQ2S+
- Women, girls & non-binary people
- Official language minority communities
- Newcomers, temporary foreign workers, and refugees
- People experiencing homelessness
- People living in group homes and supportive care
- People living with mental illness
- People living with addiction
- People with different abilities
- Indigenous: First Nation
- Indigenous: Inuit
- Indigenous: Metis
- Indigenous: All
- People of African descent
- People of Asian descent
- People of Latin American descent
- People of Middle Eastern descent
- Other communities of origin
- Children and youth
- Seniors
- Other*

If you selected "other" above, please specify who you serve

Character Limit: 75

Grant Request

Application Name*

While we appreciate that this funding is not necessarily tied to a program, please give us an indication of what it is for. e.g., operating support, XYZ program, etc.

Character Limit: 100

Please provide a brief description of your grant request*

Please keep responses to 3-5 sentences.

Character Limit: 1000

Total Project Cost*

Character Limit: 20

Total Grant Amount Requested*

Character Limit: 20

Are you applying for a multi-year grant?*

Choices

Yes

No

Multi-year Requests

Please indicate how many years you are requesting support for*

Choices

One Year

Two Years

Three Years

How much are you requesting per year?*

Character Limit: 75

Why do you require a multi-year grant?*

Character Limit: 1000

Project Details

Please describe the overall need within your organization or initiative*

Please include how this funding will be used.

Suggested max words 500.

Character Limit: 750

Who are your partners?*

What organizations, individuals, or networks do you work with in the community to achieve your goals? How do you work with these partners and what is your organization's specific role?

For project requests, please describe any other organizations or individuals, if any, you may be working with to use this funding.

For general operating requests, please include information about your organization's key

partners and collaborators. This information helps us to understand your organization's impact and place within the sector.

Character Limit: 1500

How does your organization include the people that it serves in its decision making processes?*

"Nothing about us without us"

Giving space for the voices of people from the community that you serve is an important factor in delivering responsive and meaningful programs and initiatives. This principle recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to addressing social challenges. When the principle is used, the organization's work is guided by the needs and aspirations of the people being served. Those people served are providing meaningful opportunities for participation in planning, leadership, implementation, and evaluation.

Make sure to describe in your response how your organization actively brings an equity lens to its work using the above principle.

Character Limit: 1500

Start Date of Project/Program*

Character Limit: 10

Key Milestones*

Please identify any key milestones within your project/program if applicable. If not, please simply say N/A.

Character Limit: 1000

End Date of Project/Program*

Character Limit: 10

Recognition & Awareness

How did you hear about the PGCF and our granting program?*

Check all that apply.

Choices

- Prince George Community Foundation website
- Facebook
- Instagram
- LinkedIn
- Email
- Word of mouth
- Prior grant recipient/applicant

Other (Please specify):

Please describe how you plan on recognizing the Prince George Community Foundation*

All copies of recognition must be emailed to info@pgcf.ca, including sharing images on any social media channels, posters, websites, etc. If posting online, please tag the Foundation using hashtag [@pgcommunityfoundation](https://www.instagram.com/pgcommunityfoundation) and state that they have been Funded by the Government of British Columbia through the Prince George & Region Prosperity Fund.

Character Limit: 1500

Project Financial Information

Project Budget*

Please attach a budget that indicates how your funding will be used and any additional revenue sources (confirmed and unconfirmed). This can be as simple or as detailed as your project/organization has prepared.

File Size Limit: 3 MB

Are there any significant changes to your organization in the last year that we should know about?*

e.g., A significant change may include a change to senior leadership, budget variances, new strategic priorities, etc.

If there are no changes, please note N/A in your response.

Character Limit: 2500

Optional Upload

Please do not hesitate to attach formal budget documents, financial statements, band council/board resolutions, letters of support or other information if you believe it will help to clarify your application.

File Size Limit: 5 MB

Optional Upload #2

File Size Limit: 5 MB

Confirmation

Confirmation

Confirmation needs to be signed by the authorized signatory of the applicant organization. By signing below and submitting my application, I confirm that the information in this application is correct to the best of my knowledge.

I am also confirming that, if this application is successful, a fund agreement will be signed and a final project report will be submitted within 3 months of my project end date, and that my organization will recognize the Prince George Community Foundation and the Government of British Columbia in any project related printed materials, signage or events. If a Final Report is not submitted on time and/or we fail to recognize the PG Community Foundation for this grant, I acknowledge that our organization will be ineligible to apply for future grants.

All grant recipients must use the following funding acknowledgment in all communications material:

Funded by the Government of British Columbia through the Community Prosperity Fund and the Prince George Community Foundation's Prince George & Region Prosperity Fund.

E-Signature*

Please type your first and last name below. If your contact information is different than above, please include it below.

Character Limit: 250

I give permission to the PGCF to share my application with other funding sources as appropriate.*

From time to time the PGCF is approached by other funders about projects in our community. By clicking yes, you authorize the PGCF to share your application and contact information with those organizations.

Choices

Yes

No

Submission Checklist

Evidence of Support: 1

Evidence of support. This can include letters confirming partnerships, testimonials, program participants, video, etc.

Note: If the total project value exceeds \$5,000 at least 2 separate documents are required.

File Size Limit: 3 MB

Evidence of Support: 2

Evidence of support. This can include letters confirming partnerships, testimonials, program participants, video, etc.

Note: If the total project value exceeds \$5,000 at least 2 separate documents are required.

File Size Limit: 3 MB

Charitable organization partnership agreement or letter (if applicable)

File Size Limit: 3 MB