Project Number

**GRANTS AND PRIORITIES FORM AND APPLICATION**

* Carefully read the attached application and terms. You will attest that you have read and understood these by signing this form.
* The term “applicant” is used throughout to refer to an individual, society, or other organization.
* All fields are mandatory and must be completed by the applicant.
* In the event that the project does not proceed, all monies provided for the project are to be returned to the Victoria Family Court & Youth Justice Committee c/o CRD Legal Services, 625 Fisgard St., Victoria, V8W 1R7.
* A new application is required where the project is substantially changed.
* Where the applicant is a minor, a responsible adult must be identified.
* Submissions should be submitted to vfcycjadmin@crd.bc.ca.

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| **PART A - CONTACT INFORMATION** |
| Date of Application: | Legal Name of Applicant / Organization |
| Address | Telephone Number | Website |
| Name of Contact Person | Telephone Number of Contact Person |
| Email Address of Contact Person |  |
| Alternate Contact Person | Telephone Number of Alternate |
| Email Address of Alternate Contact Person |  |
| **PART B – ORGANIZATION DETAILS (If applicable)** |
| Is the Organization a Registered Society in BC?YES [ ]  NO [ ]  NA [ ]  | Registered Number under the BC *Society Act* |
| Is the Organization a Registered Charity?YES [ ]  NO [ ]  | Is the Organization a Business?YES [ ]  NO [ ]  |
| Legal or Tradename of Organization or “NA” if individual | Date the Organization was Created (yyyy/mm/dd) |
| Mandate and main activities of the organization or applicable history of related projects:  |
| Experience/qualifications of personnel responsible for and participating in the project (including volunteers): |
| **PART C - PROJECT DETAILS** |
| Project Name: | Project Location: |
| Start Date (yyyy/mm/dd): | Completion Date (yyyy/mm/dd): |
| Amount of Grant Requested: | Proposed Use of Grant Funds: |
| Is the grant request for a one-time or recurring project:ONE-TIME [ ]  RECURRING [ ]  | List of previous grant requests made to VFC&YJC, and indicate if Awarded: |
| Needs/problems to be addressed through the project work: |
| Catchment area served – Target population |
| Please indicate goals and objectives of the project and its relevance to the VFC&YCJ mandate, including how Project will educate and raise awareness to youth and families, thereby reducing risks and involvement with judicial court systems: |
| Statement of intended outcomes (deliverables, goods and services to be provided): |
| Timeline for project delivery (if applicable). Please list stages and anticipated outcomes. |
| **PART D – BUDGET DETAILS** |
| Budget: to include clear accounting with potential line items and accompanying narrative, please include funding from other sources (Feel free to attach a spreadsheet if needed): |
| Other funding avenues/partners being explored: |
| Evaluation framework (How will you know if your project has been a success, and how will VFC&YJC know?) |
| Are you willing to present to the Committee upon completion?YES [ ]  NO [ ]  |

## TERMS AND CONDITIONS

## Eligibility

## Applicants must:

* be an individual or organization operating in the capital region; and
* if an organization, the Board of Directors or shareholders must not receive remuneration of any kind from the VFC&YJC funds.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

Eligible Expenses

* travel expenditures that are necessary to the successful completion of the Project;
* costs associated with contractors engaged to undertake the Project activities, such as website developers or researchers;
* venue bookings;
* materials and supplies expenditures;
* equipment rentals;
* vehicle rental, lease, and operation expenditures;
* communication and printing, production, advertising, and distribution expenditures;
* costs associated with management and professional services required to support a Project; and
* other direct costs necessary for the completion of the Project that may be agreed to in writing by VYC&YJC from time to time.

Ineligible Expenses

* equipment purchases or other capital expenditures;
* salaries, business purposes, contest prizes, or competition sponsorship; and
* expenses for activities that have already taken place.

General

* Applicants may apply only once per calendar year.
* The maximum grant awarded is $2,500. Approvals may be whole or in part. There is no obligation on VFC&YJC to make any awards.
* Upon completion of the project, the applicant must provide a brief written summary report on the project’s outcomes and may be required to present this in person at a meeting of the VFC&YJC.
* The VFC&YJC title, name or logo will not be used without the prior written consent of the Committee.
* Funds are granted on these conditions. They must be used for the Project or returned in full within thirty (30) days of the oral or written demand.
* Grants may not be used to generate revenue for the Applicant or for purposes outside the project’s scope.
* The maximum liability of CRD is limited to the provision of grant funds. The CRD will accept no liability whatsoever to any applicant, organization, or third party for any costs, claims, damages or losses however incurred relating to, occurring, or arising from the provision of grant funds or the Project. The applicant shall not be or be deemed to be, an agent of the CRD and shall not present itself as such.

Application Requirements

* In the delivery of the program, the Applicant will conduct themselves in a professional and orderly manner, consistent with good public citizenship. Should, in CRD’s opinion, this not occur, CRD may demand repayment of grant funds or request that the applicant appoint different staff or volunteers who will behave in a manner keeping with good public behaviour.
* The box titled “Revenues or Expenses” should equal zero. Ensure both columns in your budget are balanced, and the overall budget is balanced.
* A complete application consists of **two copies** of the completed application form and any attachments, signed by the person authorizing the application;

Assessment

* applications are assessed by the VFC&YJC Grants Subcommittee;
* notification of awards may take up to 90 days following submission; and
* the VFC&YCJ will notify the applicant in writing of the Committee’s decision.

Budget

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| --- | --- | --- | --- | --- |
|  | **Item** | **Detail** | **Cost** | **Total Funds** |
| **Revenues** |  |  |  |  |
|  |  |  |  |
| **Expenses** |  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |  |

Conditions of Funding

* a grant must be used for the activity for which it was intended;
* activities must be completed within 12 months of receipt of funding;
* submission of a final report within two months of activity completion;
* Applicant must comply with all laws applicable to the undertaking of the Project;
* Applicant must provide and maintain at their expense any insurance that they are required to provide by law or that is reasonably necessary to insure against any risks they may assume as a result of undertaking the project, including coverage for any employees as required by the *Workers Compensation Act*; and
* if the activity is not completed or a final report is not submitted, the VFC&YJC may request the return of the grant and refuse future applications.

Submitting an Application

* Completed applications must be submitted to the VFC&YJC Grants Subcommittee Chair and the Secretary in February each year. Applications received outside of this month will not be considered.

Application Checklist

What to submit:

* Completed and signed application form;
* Budget for the current year;
* Copy of the previous year’s financial statements (if applicable);
* List of current Board of Directors with full names, residential addresses and Board positions (if applicable); and
* Copy of the organization’s BC society registration certificate, incorporation certificate, or otherwise (if applicable).

**Eligibility and acceptance of your application do not guarantee funding. Funding does not guarantee future support.**

If you have questions about the application or eligibility of your project, contact vfamcourt@gmail.com.

**☐ I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE MANDATE. I DECLARE THAT ANY UNUSED FUNDS WILL BE RETURNED TO THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE VIA CHEQUE WITHIN SIXTY DAYS OF THE CONCLUSION OF THE PROJECT. I REPRESENT I HAVE THE AUTHORITY TO BIND THE ORGANIZATION.**

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| Name of applicant/representative |
| Name (Print) |
| Signature |
| Position Title |
| Date (YYYY/MM/DD) |

*This personal information is collected by the Capital Regional District (CRD) under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to [enter purpose for collection, i.e. administer information access requests under the Freedom of Information and Protection of Privacy Act]. Should you have questions about the collection of this information, please contact Sharon Byrch, Manager, FOI and Privacy, (**sbyrch@crd.bc.ca* *or (250) 360-3639).*