



Community Grants Program Application Process

The Rotary Club of Cranbrook Sunrise provides grants to local organizations that support the betterment of our community. These grants require an application that meets the requirements established by our organization.

Grant Application Process

- Applicants must submit a Grant Request form (see attached)
- Submit a one-page cover letter further explaining why the organization's request should be considered. Specifically, describe how will the activity/program to be funded benefit the organization or the community?
- Grant Request forms will be evaluated by the Grant Committee and judged on how closely they meet the selection criteria.
- Grant applications are reviewed as they are received by the Club.
- Grant applications may request any amount of funding; however, the allocated funds may differ than the request based on the funds available and the Grant Committee's discretion.

Selection Criteria

- Location of beneficiary; preference to residents of the greater Cranbrook area. Strong applications that do not meet this requirement may be taken to the Club and recommended for other sources of funding;
- Organizations over individuals. Grant funds cannot be used to pay wages for individuals.
- Grant funds will not be provided to political parties or government agencies;
- Organizations that receive any form of government funding will be considered lower priority for grant funds;
- Organizations may only receive one grant per Rotary budget year (July 1 to June 30).
- Grants are considered a one-time funding opportunity and will not be awarded on an ongoing basis.
- Grant Funds will not be awarded to projects, initiatives, programs, or equipment that has been pre-purchased or pre-acquired.
- Part of the Grant Application Cover letter must describe how the funds will benefit the Cranbrook & Area community.



Notification

- Organizations will be notified (via email or phone) within 3 weeks of receiving the application. A delay in notification may occur if the application is received near holiday times (i.e.: Christmas, Thanksgiving, etc.).
- Typically, grant requests range from \$500 to \$2000. Applications requesting greater than \$2000 in funding are reviewed by the entire the Rotary Club of Cranbrook Sunrise prior to approval. This may also delay notification.
- It is understood that if the grant is received, a representative from the receiving party or organization will attend a regularly scheduled Rotary meeting to be presented with the allocated funds and to give a “Thank You” to the club. The organization must also be agreeable to have any photographs or written information regarding the grant allocation shared on Rotary social media.

Exclusions

- The Rotary Club of Cranbrook Sunrise does not make donations to individuals, political parties, or government agencies. We do not contribute to organizations administrative costs including wages of employees.
- Grant allocations are considered one-time funds and cannot be provided for on-going expenses. However, one organization may make multiple requests for funding.

Questions

Please contact: The Cranbrook Sunrise Community Grant Committee by mail at P.O. Box 765, Cranbrook, BC V1C 4J5 or email the Community Grant Committee Chair, 2024/25 Arlene Schroh, 250.421.7576 duckworthcanda@yahoo.ca



Grant Request Form

(accompanied by Cover Letter)

Date of Application: _____

Organization/Group/Person Requesting Funds:

Address: _____

City: _____ **Postal Code:** _____

Contact Person: _____ **Phone number:** _____

Email address: _____

Grant Information

Description/title: _____

Overall Project/Program cost: \$ _____

Amount Requested: \$ _____

Funds Needed by: _____

Purpose for which funds will be used (please be very specific, more information is better):



Specifically how will the dollars be used (check all that apply):

- Start up support (ie men's counselling programs, space rental fees, advertising costs)
- Materials (ie, signs, posters, food/water for volunteers or participants, pet tags, t-shirts, ice time)
- Equipment (ie headphones, chairs, shovels, chairlift)
- Travel (Renting a bus for the team)
- Other, explain: _____

Should the requested Grant include any type of Club membership assistance, labour, construction or other, please request:

Have you and/or your organization previously received a grant from Cranbrook Sunrise Rotary Grant Committee?

- Yes
- No

If so, approximately when: _____ Amount: \$ _____

Should the Grant be approved, what is the exact name of the organization the funds would be payable to?
