



Funded by  
Wells Gray Community Forest Corporation

Funds dispersed by the  
**Wells Gray Community Forest (2010) Society**

**PURPOSE OF THE SOCIETY:**

To promote the economic and social welfare of the residents of Wells Gray Country and the District of Clearwater, including the provision of support for the benevolent and charitable enterprises, federations, agencies and societies engaged in furthering these purposes.

**APPLICATIONS MUST BE RECEIVED AT DUTCH LAKE COMMUNITY CENTRE  
209 Dutch Lake Road By:**

**April 5, 2024 @ 4:30 pm**

Preference is digital applications to the following E-mail address:  
[wellsgraysociety2010@gmail.com](mailto:wellsgraysociety2010@gmail.com)

**Complete and submit the attached application form**



## **WELLS GRAY COMMUNITY FOREST (2010) Society (WGCFS)**

### **Introduction:**

Each year the WGCFS will grant the funds that are determined by the Wells Gray Community Forest Corporation Board of Directors.

- The goal of the Wells Gray Community Forest (2010) Society is to receive grant applications and disburse funds twice a year - spring and fall.
- Grants will be approved within 30 days from the intake closing date(s).
- The WGCFS trustees may request additional information upon review of the application/ information submitted.
- Upon successful application - organizations are required to sign a commitment letter committing to undertake the following:
  - Funds are be used only for the purpose indicated on your application and for which the funds were approved.
  - Request for payment in the matching funds category must be accompanied with invoices showing the matching amount.
  - That the approved funds will be expended by the date indicated on your application form.
- Upon completion of your project a full report must be submitted to WGCFS.
- Grants for funds must be spent within one year of application acceptance unless an extension has been approved by the Society. If an extension or changes to the scope of project are required, a written notice must be submitted to the WGCFS trustees for approval.
- Grants not spent within one year of application acceptance will be put back into the Society funds for dispersal.
- Any IN KIND must be specific to the project and must be accompanied with an invoice to showing reasonable value. i.e., Donated or discounted machine/equipment time, materials, or volunteer man days/hours/\$ value.
- The final decision on all grant's rests with the Wells Gray Community Forest (2010) Society trustees.

### **GRANT ELIGIBILITY:**

1. Grants will only be considered from non-profit organizations
2. Grants will only be considered from non-profit organizations with a strong committed Board that can demonstrate fiscal responsibility, and good management skills
3. Grant must address a social need or service in the Wells Gray Country and or the District of Clearwater and the application must demonstrate how it will fill the needs of the community
4. Grants must not overlap with already existing services.
5. Grants must be local in nature, in that the grant requested is for a specific service to the residents of the Wells Gray Country and or the District of Clearwater.
6. Grants must show a significant community benefit or service to the Wells Gray Country and the District of Clearwater specific areas.



WELLS GRAY  
COMMUNITY FOREST  
SOCIETY

7. Grants will be supported that promote volunteer participation and citizen involvement.
8. Grants will be supported that have new approaches and techniques in the solution of community needs.
9. Grants will be supported that target and are accessible to a large portion of the community's residents.
10. Grants with capital costs for equipment or improvements that support community activities and programs may be considered.
11. Grants for projects will only be approved within our designated area, which is the Wells Gray Country and the District of Clearwater.
12. Grants will be awarded to those projects, which fit the criteria and enhance the quality of life for residents of Wells Gray Country and the District of Clearwater.

**GRANT INELIGIBILITY :**

13. Grants are not made to support the core operating expenses of an established organization
14. Grants are not made towards the following services/functions; annual operating costs, remunerations such as wages, salaries, or capital improvements to rented or short term (less than <10) years) leased premises, or private enterprises
15. Grants for Individuals are not eligible.
16. Grants are not made towards funding operating or capital deficits
17. Grants are not given to support annual fund-raising campaigns, form letter requests, or telephone campaigns
18. Grants are not made to establish or add to endowment funds
19. Grants are not made to religious organizations for direct religious activities
20. Grants will not be considered if they are to ethno-cultural organizations that primarily serve their own members
21. Grants are generally not made towards the building of monetary funds or capital campaigns,
22. Grants that do not meet the application criteria will not be considered
23. Grant applications that are late will not be accepted and will be returned to the applicant.
24. Grant applicants that were successful in obtaining funds but failed to meet all their obligations may not be considered for future funding.

**INELIGIBLE EXPENDITURES:**

1. Salaries and or wages
2. Annual operating costs
3. Core operating expenses of an established organization
4. Capital improvements to rented or short term (less than 10 years) leased premises
5. Expenditures associated with a private enterprise
6. Costs incurred prior to the approval and/or after the project completion date set out in the Grant agreement.



**PROJECT DESCRIPTION:**

**Please provide the following information in the attached grant application:**

1. Elaborate on the description of your project to include its purpose, objectives and goals, why the project is needed (desired) and how it will be of significant benefit to the community.
2. Describe the success criteria and measurable outcomes.
3. Provide a project budget (include revenue and expenses). Indicate sources of funding other than the grant that will be used to support his project.
  - a. Include three (3) quotes where possible
4. Indicate how the Wells Gray Community Forest Corporation support for this project will be recognized.

**AGENCY INFORMATION:** Briefly provide the following information:

1. What is the purpose of the organization: What services are provided? (Include target population, geographic area served, and number of people served.)
2. What is the annual operation budget? Who are the major operational funders?
3. Do you have staff? How many full/part time? How many volunteers?

Please include these attachments:

- List of Board of Directors and Officers
- Most recent financial statements and annual report.

\*\*\*\*\*

For further information contact any of the following trustees:

- CFAC rep Heather MacLennan, Chair [h2maclennan@gmail.com](mailto:h2maclennan@gmail.com)
- WGCFC rep Ron Hadley, Vice-Chair [rhadley@telus.net](mailto:rhadley@telus.net)
- Community at large rep Sheila Thiessen, Treasurer [thiessensheila@gmail.com](mailto:thiessensheila@gmail.com)
- Community at large rep, Leslie Groulx, Secretary [lgroulx@telus.net](mailto:lgroulx@telus.net)
- WGCFC rep Wayne Sim, Director [wsim@gmail.com](mailto:wsim@gmail.com)
- DOC Rep TBD, Director
- TNRD rep Mitch Miller, Director [mitchlex@hotmail.com](mailto:mitchlex@hotmail.com)

**E-Mail completed application with attachments to:**  
[wellsgraysociety2010@gmail.com](mailto:wellsgraysociety2010@gmail.com)

Wells Gray Community Forest (2010) Society  
209 Dutch lake Rd Clearwater, B. C.  
VOE 1N0

**DEADLINE DATE: Month day , YYYY 4:30 pm**



WELLS GRAY  
COMMUNITY FOREST  
SOCIETY

## Wells Gray Community Forest (2010) Society Application Form Funded by Wells Gray Community Forest Corporation

<b>Name of Organization:</b>	
<b>Mailing Address:</b>	
<b>Federal Charitable Registration # (if applicable):</b>	
<b>BC Society # (if applicable):</b>	
<b>GST # (if applicable)</b>	
<b>Primary Contact Person:</b>	
<b>Position:</b>	
<b>E-mail address:</b>	
<b>Telephone No:</b>	
<b>Project Title:</b>	

### 1. PROJECT DESCRIPTION:

Program Description	
Statement of social need or service to be addressed	



WELLS GRAY  
COMMUNITY FOREST  
SOCIETY

Goals and Objectives		
Benefits to Target Population and Community	Target Population	Community
Timelines (start and end dates)		
Wells Gray Community Forest Corporation Recognition		

**2. SUCCESS CRITERIA:**

--

**3. MEASURABLE OUTCOMES:**



--

**4. QUOTES** (quotes must be attached)

Business	Purchase	Price
1.		
2.		
3.		

\*Purchasing Local is preferred

**5. BUDGET – Use Excel Community Forest Project Budget Form and attached**

\*Revenues from other organization for matching fund applications must be identified

**6. GRANT FUNDING CATEGORIES: tick one box indicating funding category**

Social <input type="checkbox"/>	Matching <input type="checkbox"/>	Accumulating <input type="checkbox"/>
---------------------------------	-----------------------------------	---------------------------------------

**Note:** Refer to Grant Funding Criteria for the full description

- *the % value is the amount available in each category of the total amount available on the funding session. The largest amount of funding is available in the matching funds category.*

**Signatures of Chairperson and one Director of the organization required.**

Total funding request: \_\_\_\_\_ Matching Funds: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**7. ORGANIZATION INFORMATION:**



WELLS GRAY  
COMMUNITY FOREST  
SOCIETY

Organization Purpose	
Services provided (include target population, geographic area and number of people served) ie: Clearwater proper is population of 2384	
Annual operating budget	
Operational funders	
How many paid staff full/part time? How many volunteers?	

**MANDATORY**

A **completed application** signed by a director or officer of the organization with legal signing authority

1. List of Board of Directors and Officers
2. Most recent financial statements and annual report
3. Letters of support from organizations/ agencies or operational funders that are part of or will benefit from the project.
4. Quotes from up to three (3) vendors for projects / equipment or if only one quote, include a rationale that supports this.
5. Policies or resolutions that indicate there is support for the project and overall management of the grant.