



Provincial Employees Community Services Fund

Please ensure you meet all of the following criteria before applying for funding from the “Fund Supported” pool.

What are the Community Fund’s funding priorities?

1. To support charities with a local/regional presence.
 - The intent is to focus on charities that are in the local communities.
 - They may be affiliated with provincial or national charities.
2. To serve the needs of the local geographic region.
 - The focus of fundraising, promotion, and distribution is all local.
 - All funds raised stay in the region.
3. To support organizations that contribute to enhancing the quality of life in British Columbia

Who is eligible to apply?

An organization is eligible for funding if all of the following criteria are met:

- ✓ Is registered with the Canada Revenue Agency (CRA) as a charitable organization and possesses a valid registration number
- ✓ Is registered with the BC government as a charitable organization
- ✓ Has a constitution and bylaws filed under the Society Act
- ✓ Has been in operation for a minimum of one year
- ✓ Has less than 20% of your budget directed to administrative costs
- ✓ Is financially stable (no deficits or large debts)
- ✓ Has a large network of working volunteers?

Funding will not be granted for any of the following purposes:

- ✗ If the Community Fund will be the sole source of funding
- ✗ For deficit reduction
- ✗ For political activities
- ✗ For direct religious activities
- ✗ For daily operational or administrative costs

If you meet all of the funding requirements, please submit your completed grant application for consideration by the deadline of May 15, 2008.



Provincial Employees Community Services Fund

Grant Application for Funding from the PECSF 2008 Campaign for 2009 Disbursement

Applicants must provide all of the following information in support of the grant application:

1. Purpose of the Organization

- What is the primary focus of your organization? (vision, mission and values)
- Describe the activities and programs of your organization and how they support your mission statement
- Describe the demographics of your organization's clientele (i.e. who do you serve?)
- Provide a current business plan to include plans for sustainability

2. Program Funding Objectives

- Clearly outline the program, service, activity or project you would like the Community Fund to support (*no more than 2 pages*) Include an associated budget of all income and expenses forecasted over a three year period
- Describe how clients will benefit from the program and how many will be served
- Outline the process to evaluate the outcome of your program
- Explain how you intend to recognize the Community Fund and the donations of provincial employees

3. Structure of the Organization

- Include the current number of professional staff, support staff and the numbers of volunteers and clients (*estimate for the next three years and explain any anticipated or significant changes*)
- Include a current list of Board of Directors, their titles and contact information. (Provide any information on recent board development training)
- How many members does your organization have and what is their function in the organization?

4. Financials

Definitions:

Income: Estimated revenue or income from all sources including government grants, donations, membership and service fees, bequests, interest and gaming revenues.

Expenses: All expenses, by category, including mortgages and interest payments, maintenance expenses, fixed operating expenses, equipment, occupancy and salaries and benefits.

Documentation to be provided:

- Submit the last annual financial statements
- Your organization's annual budget of expenses and incomes
- Minutes from last Annual General Meeting

Please note:

Provide two copies of your signed grant application addressed to the region to which you are applying and mail to PECSF headquarters.

Headquarters mailing address:

Provincial Employees Community Services Fund
PO Box 9429 Stn Prov Govt Victoria BC V8W 9V1

If you are applying for funding in more than one region, you must submit a grant application for each region.

The Community Fund receives far more requests from charities than funding available from the Fund Supported pool.