

The Sara Spencer Foundation
c/o 511 Constance Avenue, Victoria, BC, V9A 6N5
Fax: 250-384-2078 Email: sspencer@enh.bc.ca

Message To:

All Capital Regional District Non-Profit Agencies in the Health and Social Services Fields

Message From:

Gail Simpson, President, The Sara Spencer Foundation

July 2015

Grant Guidelines

Deadline: September 30, 2015

We are writing to advise that in order to give adequate time for full discussion of requests, our Board will receive applications to the above email address, for next year's funding until 4:00 pm September 30, 2015.

Criteria for Requests:

1. Requests must be sponsored by a local registered non-profit society with a CRA charitable number.
2. Eligible societies are those in the health and social services field and in the Capital Regional District only. Foundations are not eligible.
3. Eligible societies are normally not awarded grants for more than two consecutive years.

Please Note:

- Since we have a relatively small asset base, we are unable to approve all requests. The grants usually range from \$500 to \$2,000.
- Preference is given to small agencies with a significant portion of their services being delivered by volunteers.
- Please sign this Grant Guideline document to acknowledge you have read and agree to these guidelines.

Signature

Date

- If you intend to submit supplementary information e.g. program brochures with your application, please send that information by mail to the above address. The signed Grant Guideline document and its application must be forwarded by email to sspencer@enh.bc.ca.
- The application form is attached.

The Sara Spencer Foundation sspencer@enh.bc.ca

*Email your completed application and the signed Grant Guidelines to the above email address only;
do not include additional attachments – Thank you!*

Grant Application

Non-Profit Society Name: _____

Charitable Number: _____ Date: _____

Mailing Address: _____

Contact Name and Title: _____

Telephone No.: _____ Email: _____

Current Fiscal Year's Operating Revenues budgeted for the entire Society: \$ _____

Previous Fiscal Year's Audited Total Operating Revenues for the entire Society: \$ _____
(Preference to Society's with Operating Revenues less than \$1,000,000 per year)

Has the Society been awarded Sara Spencer grants in the previous two consecutive years? Yes: ___ No: ___
(If Yes, the Society is not eligible to apply)

Amount Requested: \$ _____ *(grants range from \$500 to \$2,000)*

Statement of Need *(please be concise)*

Statement of Use of Funds *(please be concise)*

Authorized Signature: _____