St. Francis-In-the-Wood
Legacy Fund

Grant Application Form

Use this form to apply for funding for a specific project, program, or initiative serving people in need in British Columbia.

1. About the Legacy Fund

The St. Francis-in-the-Wood Legacy Fund supports specific ministries and projects serving people in need throughout British Columbia. Applications may be submitted by Anglican parishes and ministries, registered charities, and other eligible community organizations whose work is consistent with the purposes of the Fund.

The Fund reflects the Anglican tradition of St. Francis-in-the-Wood. Its purposes include ministry to people who are foreign, disadvantaged youth, poor, elderly, homeless, sick, disabled, or experiencing substance addiction.

In accordance with the Fund's governing by-laws, the trustees consider the purpose and viability of the proposed project, parish and diocesan priorities, and whether the project is sponsored or operated by an Anglican parish or the Diocese of New Westminster. Where projects are otherwise equally worthy, preference is given to Anglican projects, and at least half of annual distributions are directed to Anglican ministries. Applications from secular partners are equally as welcome.

Funding is intended for approved projects and purposes. It is not intended to supplement the organization's general operating budget or to fund ordinary capital needs such as restoration, upgrading, improvement, or expansion. Submission of an application does not guarantee funding. Applications are collected until October 1, annually, and are subject to trustee approval and the availability of funds.

Available Funding and Anglican Allocation

The Legacy Fund normally expects to distribute approximately $10,000 in each annual granting cycle. The amount actually available may vary depending on Fund income, prior commitments, available reserves, and trustee approval.

Under the Fund's governing provisions, at least 50% of annual distributions may be directed to eligible Anglican ministries or projects. Accordingly, when approximately $10,000 is available, no less than approximately $5,000 will ordinarily be available collectively for projects.

Applicants should request the amount reasonably required for their project, based on the above information and recognizing that awards may be less than the amount requested. Partial funding may be offered.

Submission of an application does not guarantee funding.

Application instructions

- Complete all applicable sections. If a question does not apply, write "Not applicable."
- Attach the documents requested in Section 9.
    - Incomplete applications will not be considered.
- Submit the completed application and attachments by email to Legacy@stfrancisinthewood.ca, or by mail to:

    Legacy Fund Trustee,
    St. Francis-in-the-Wood Anglican Church,
    4773 South Piccadilly Road,
    West Vancouver, BC V7W 1J8.

2. Applicant Information

Organization name:

Mailing address:

Primary contact name and title:

Telephone:

Email:

Website:

CRA charitable registration number, if applicable:

Legal status and governing body:

Briefly describe the organization's purpose, history, communities served, and principal services.

Response:

Has the organization previously received support from the Legacy Fund? Yes / No

If yes, state the year, amount, purpose, and outcome.
Response:

3. Anglican Relationship

Is the applicant an Anglican parish, diocesan ministry, or Anglican organization? Yes / No

If yes, identify the parish, ministry, organization, and diocese.
Response:

Is the proposed project sponsored, operated, or formally partnered by an Anglican parish or the Diocese of New Westminster? Yes / No

Response:

Name of Anglican parish, diocesan ministry, or other Anglican partner or sponsor:

Response:

Anglican contact person's name, role, telephone, and email:

Response:

Describe the Anglican body's role in project governance, delivery, oversight, or funding.

Response:

4. Project Information

Project title:

Response:

Project location(s) in British Columbia:

Response:

Project start date and end date:

Response:

Is this request for a specific project/initiative, and/or ongoing program? Yes / No

Response:

Describe the need the project will address and how it is consistent with the purposes of the Legacy Fund.

Response:

Who will be served? Identify the communities or populations, anticipated number of direct beneficiaries, and any relevant geographic reach.

Response:

Describe the proposed activities, delivery plan, and timeline.

Response:

Identify the project leader and the people or partners responsible for delivery.

Response:

What specific expenses would a Legacy Fund grant pay for?

Response:

Will any portion be used for general operating costs? Yes / No. If yes, explain the amount and direct connection to the project. *please note that the legacy fund does not support capital costs*

Response:

What will happen if the Fund awards less than the amount requested? Can the project proceed with partial funding?

Response:

5. Project Budget

Total project cost: $

Response:

Amount requested from the Legacy Fund: $

Response:

Date funding is required:

Response:

Applicant's cash or in-kind contribution to the project:

Response:

Other confirmed funding: list each source and amount.

Response:

Other pending applications: list each source, amount, and expected decision date.

Response:

Attach to this application a basic income/expense projection showing how the requested grant and total project budget will be used.

6. Organizational Capacity and Oversight

Describe project governance and financial oversight.

Response:

7. Outcomes, Evaluation, and Reporting

What benefits or outcomes, both qualitative and quantitative, are expected?

Response:

How will progress and success be measured? Identify practical indicators or evidence.

Response:

When will the project be complete, and when can a final report be provided?

Response:

The final report should briefly describe activities completed, people served, results achieved, lessons learned, and how the grant was spent. Confirm that the applicant can provide this report and a financial accounting. Yes / No

Response:

8. Assessment Criteria and Funding Conditions

Trustees will assess applications in light of:

- compatibility with the purposes and geographic scope of the Legacy Fund;
- clarity, need, viability, and expected impact of the proposed project;
- the applicant's credibility, governance, financial responsibility, and capacity;
- parish and diocesan priorities;
- Anglican sponsorship, operation, or partnership; and
- the trustees' judgment regarding appropriate projects and the availability of funds.

A grant, if approved, may be subject to additional terms set out in an award letter. The applicant must disclose material changes to the approved project. Grant funds must be used only for the approved purpose, and unused or improperly used funds may be required to be returned.

9. Required Attachments

- most recent financial statements;
- project budget, including projected (or known) income/expenses
- proof of charitable registration or legal status, if applicable;
- list of current directors, trustees, or governing body members; and
- Incomplete applications and/or missing attachments will not be considered.

10. Grantee reporting and communication

- Successful applications will submit a report to the fund on the outcome of the initiative funded.
- The logo of the fund will be featured in all reporting, public facing publications, and websites/social media sites for the duration of the year in which the grant is made.
- Grantees will be invited to a yearly celebration event at St. Francis-In-the-Wood, to share the purposes of the work undertaken, and build a deeper relationship with the wider community.

11. Declaration and Authorization

By signing below, I confirm that:

- the information in this application and its attachments is accurate and complete to the best of my knowledge;
- any grant will be used only for the project and purposes approved by the Legacy Fund trustees;
- material changes to the project, budget, timing, or organizational circumstances will be disclosed promptly;
- the applicant will comply with the conditions of any award, return funds if required, and provide the requested final report and financial accounting; and
- I understand that funding is discretionary, subject to trustee approval and availability, and that submitting an application does not create an entitlement to funding.

Authorized representative's name:

Title:

Signature:

Date:

Board or governing body approval date, if required by the applicant's policies: