



Request for Funding Organization

The Fund that Works for Challenged Children Twelve Months a Year

TO: **GRANT APPLICANTS** Enclosed is a copy of our application form and criteria. You may retain a copy of this application form for future use.

CKNW ORPHANS' FUND

The Fund that Works for Challenged Children Twelve Months a Year

From the CKNW Orphans' Fund Constitution:

"The object of the CKNW Orphans' Fund is to promote the mental and physical health and welfare of children who are disadvantaged and reside within the Lower Mainland of the Province of British Columbia."

For over half a century the CKNW Orphans' Fund has given away millions of dollars to deserving individuals and children's charities. We remain committed to assisting children, and it should be noted, the Fund is not exclusively dedicated to "orphans" as we once knew them. We are one of the major sources of grants for children and children's organizations in B.C.

CKNW a division of Corus Entertainment provides promotional and administrative services, ensuring that the majority of dollars raised go directly into the fund and back into B.C. Communities.

How the money is raised

The majority of money is raised through contributions from our devoted listeners, concerned businesses, organizations, Radio and Television fundraising events and thoughtful bequests, along with annual fundraising events including:

Annual Radio/telethon, Ladies Bowling League and many other community events that generate revenue for us.

We use our proceeds to fund:

- Camping organizations -camps for kids with special needs.
- Wheelchairs, van conversions and lifts, specialized mobility equipment, hearing and specialized learning aids, emergency services, therapies
- Shelter services and programs for youth at risk, bursaries for special needs schools, post-secondary scholarships for single parents
- Annual Picnic for 3,000 special needs children

This merely scratches the surface of what the CKNW Orphans' Fund offers.

Grant Application Guidelines/Criteria

- ✓ Grants are to be used specifically for disadvantaged children.
- ✓ Special needs children are defined as birth to age 19, who are at risk physically, mentally, psychologically and socially.
- ✓ Applications are reviewed upon receipt from non-profit organizations and associations registered under the Societies Act of BC, operating for at least one year, in the province of B.C. and where financial need can be demonstrated.
- ✓ Organizational funding is defined as grants to recognized agencies and organizations constituted for the benefit of children providing they meet our criteria **and** non-profit organizations, which provide services to children who have special needs. Grants can be made to purchase items or to pay for services that would otherwise not be available.
- ✓ Registered charities must include their registered charity business number.
- ✓ **Funds are not to be utilized for salaries/operation or administrative costs.**
- ✓ Decisions by the CKNW Orphans Fund may be based, in part, on when an organization last received funding, and how much it received. The CKNW Orphans' fund will only approve ONE application per year and prefers not to provide multi-year funding.

Requirements:

Organizations must provide:

- ✓ a **completed signed** application form including reasons for funding
- ✓ a list of Board members and their contact numbers
- ✓ the history of the organization
- ✓ a copy of the most current annual report with financial statements etc.
- ✓ a complete project budget outlining the portion requested from the CKNW Orphans' Fund as per **Appendix 1** (mandatory)
- ✓ An organization should be able to prove that it is pursuing all possible avenues of financial support for their project.
- ✓ Quotes are required for equipment.
- ✓ Goods or services purchased must be for the specific purpose requested. Any other use may result in cancellation of the grant and denial of future grants

- ✓ **GST should be included in the grant request.**

Process:

- ✓ Organizations will be advised of approval in writing.
- ✓ Services/purchases or equipment etc., are not to be undertaken until a letter of approval is received.
- ✓ Invoices will be submitted to the CKNW Orphans' Fund by the expiry date noted in the letter of approval.
- ✓ Organizations are required to provide an original invoice along with an itemized statement of expenses with supporting receipted invoices.
- ✓ Upon receipt of an invoice, reimbursement will be made by the CKNW Orphans' Fund within a reasonable period of time.
- ✓ All organizations in receipt of grants will be expected to provide follow-up reporting about the use of the funds and the effectiveness of the funded program.

Equipment Ownership:

Equipment funded by the CKNW Orphans' Fund becomes the property of the organization for whom it was purchased. Where the equipment is no longer required, it is essential that the item(s) be made available to others with similar needs. The equipment is not to be sold. Organizations are requested to contact the CKNW Orphans' Fund to ascertain where the pieces of equipment can be sent to be recycled. The CKNW Orphans' Fund has established a partnership with the Canadian Red Cross Society who has a children's medical equipment recycling and loan program. The Red Cross coordinates the recycling of the equipment throughout B.C.

General Exclusions:

In keeping with the mandate and guidelines of the CKNW Orphans' Fund, the following and similar organizations and projects **will not typically receive funding**:

- Buildings, playground construction
- Capital campaigns / (bricks & mortar)
- Construction, modifications
- Operation or administrative costs, including office equipment/computers
- Private/Public Day care centre fees
- Research projects/ conferences
- Salaries/administration/travel not directly benefiting children
- School Boards
- Start up costs for projects etc.



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GRANT APPLICATION FOR ORGANIZATIONS

Please send your application on this form. Complete all sections. Any attachments necessary should be in 8-1/2" x 11" format.

Name: _____

B.C. Society Reg. #: _____

Fed. Registered Charity #: _____

Address: _____

City: _____ **Postal Code:** _____

Phone Number: () _____ **Fax:** () _____

Email: _____

Executive Director/Manager: _____

A director may call for additional details.

ATTACHMENTS required

- **Appendix 1**
- a complete project budget outlining the portion requested from the CKNW Orphans' Fund as per **Appendix 1**
- the history of the organization
- a copy of the most recent annual report with financial statements
- a list of Board members and their contact numbers

FINANCIAL INFORMATION

List your sources of funding and state all other funding resources you have approached for this project (sources, amount, funding confirmation).

How much did you receive through B.C. Gaming Branch licenses last year?

Have you applied and received a grant from the CKNW Orphans' Fund in the past two years?

Are you associated with other nonprofits whose fund raising would benefit your organization? Identify them with contact numbers.

REQUEST

What amount is requested from the CKNW Orphans' Fund? _____

When would these funds be required? _____

What recognition can you offer the CKNW Orphans' Fund? _____

PROJECT

Short Title: _____

Briefly describe the proposed project including the target population – ages, special needs, the program needs, and specific goals. *Use another sheet if necessary.*

The CKNW Orphans’ Fund would like to share information to our donors about the programs and organizations we are supporting, to show where their donations are going in the community. We share this information through radio ads, mail, email, our website and social media channels. Would your organization be able to provide a short story and possibly video and pictures if this grant application is approved? Please explain.

AUTHORIZED SIGNATURE OF ORGANIZATION: _____

TITLE: _____ **DATE:** _____

Contact number _____

Please MAIL application to:

Cathy Hunt – Director of Grants
CKNW Orphans’ Fund
Suite 2000 - 700 West Georgia Street
Vancouver BC V7Y 1K9

APPENDIX 1

ITEM EQUIPMENTS/SERVICES	QUANTITY	DESCRIPTION (Size, make etc.)	REASON WHY NEEDED	SUPPLIER	COST