

**Application**  
**BC Naturalists' Foundation and BC Nature's**  
**CLUB SUPPORT GRANT**  
**January 31, 2019**

The BC Naturalists' Foundation and BC Nature provide a limited number of grants to member naturalist clubs to facilitate projects related to the objectives of BC Nature. The BC Naturalists' Foundation contributes funds to BC Nature for club support grants. Grants are usually for modest amounts and any one grant will not exceed \$2500 (note: this is an increase from the previous maximum of \$2000). It is anticipated there will be about \$15,000 available in Club Support grants for 2019. Applications which include volunteer contributions are assessed more favourably. In addition, it is encouraged that clubs contribute some funds, which could include volunteer labour, or that clubs secure funding from other sources, rather than asking for 100% of costs.

**The deadline for clubs to submit applications is January 31,2019.**

A joint committee from BC Nature and BC Naturalists' Foundation will review the applications. Applicants must be a Federated Club of BC Nature and the purpose of the project must relate to the objectives of BC Nature as set out on the inside cover of BCnature magazine.

**Application** - *Please provide electronically the following information. Email to BC Nature office at [manager@bcnature.ca](mailto:manager@bcnature.ca) (in subject line: BC Naturalists' Foundation Club Support Grant - Club Name)*

**Applicant**

Name of club (should be federated club):

Status (whether a registered charity):

Mailing Address:

**Contact person**

Name of contact person for grant application:

Position in the applicant club:

Phone number and email:

Alternate contact person and position:

Phone number and email:

**Project Description**

Name of project:

Purpose and Objectives:

Date approved by club's Board of Directors:

Location: **Please put the locations and all the following items on a separate sheet as an attachment.**

Description of the project, including methods to be used:

Proposed start date and duration:

Please explain why this project is needed:

Community involvement or support for the project:

Names and positions or occupations of persons who will undertake the project:

In the situation where a club executive or member will receive remuneration from the project funding, provide details, including name and skills of person.

Numbers and types of volunteers anticipated to carry out the project:

Describe any potentially controversial issues:

### **Project Budget**

Amount requested through Club Support Grant:

Detail the total budget for the project. A budget template follows on the next page, to show a suggested level of detail.

Include in your budget estimated volunteer contributions. Also include other sources of funding, noting whether the source is confirmed.

*NOTE: honorarium payments will not be funded through a Club Support Grant, but hired professional fees and expenses may be considered.*

### **Publicity and Community Outreach**

How does the project relate to the stated objectives of BC Nature?

How will the outcome of the project be evaluated and publicized?

Will you provide a few photos (high resolution and with photo release) and final report to BC Nature/BC Naturalists' Foundation for publicity purposes?

How will the funding from BC Nature and BC Naturalists' Foundation be acknowledged?

### **Other**

List year and amount of previous grants the club has received from BC Nature and/or the BC Naturalists' Foundation:

Any other comments or points not covered in the application:

## Suggested Budget Template for Club Support Grants

**Name of project:**

**Total Cost of Project :**

**Amount Requested from BC**

**Nature:**

(provide explanation where necessary)

**Expenditures:**

**Labour**

Professional:

Contract:

Volunteer: (value volunteers @ \$15/hr)

labour sub-total:

**Direct Costs:**

Travel:

Accommodation/per diem:

Transportation:

Equipment rental:

Construction/building material: (use separate lines for items exceeding great of \$100 or 5% of total Cost)

Landscaping material & plants

Other: (specify)

Direct costs sub-total:

**Communications:**

Design, lay-out of printed material:

Printing:

Web-site design/production:

Digital media:

Marketing-publicity:

Other (specify):

Communications sub-total:

**Overhead**

Insurance:

Rental space:

Office supplies:

Administration:

Other (specify):

Overhead sub-total:

Project Total: (did you remember to include GST & PST?)

Total Cost  
(cash & in-kind)

Amount of  
total that  
is in-kind

**Sources of Funds:**

(list each separate source of funds,  
whether cash or in-kind)

State whether source is confirmed  
or not yet confirmed

Contribution from applicant Club:

**Total funds:**

