



SAANICH LEGACY FOUNDATION  
*your vision — our mission*

## **Grant Application Package**

PO Box 48204

Victoria, BC V8Z 7H6

info@saanichlegacy.ca  
[www.saanichlegacy.ca](http://www.saanichlegacy.ca)

Revised March 2025



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## GENERAL APPLICATION GUIDELINES

1. All applicants must complete the application form, answering all questions. Additional information may be included if necessary.
2. Handwritten or incomplete applications will not be accepted.
3. Applications will be scheduled for review at the next available meeting of the Directors. Applicants may be requested to attend to elaborate on their application.
4. Applicants will be notified of the Board's decision by email within seven (7) days.
5. Grants are to be used for the purposes approved by the Foundation and outlined in the application. Any alteration in either the purpose or the time period must receive prior written approval by the Foundation.
6. The project should normally begin within 90 (ninety) days after the funds are received.
7. A final report on the project – including complete financials – must be filed with the Legacy Foundation within 30 days of completion of the project. A final report form will be included with the grant payment. **It is the responsibility of the grant recipient to file this report. No additional application for funding will be considered until such final report is submitted.**
8. One project must be completed before another is considered for funding.
9. Any publications and/or promotional material must acknowledge the full name and support of the Saanich Legacy Foundation. The name of the Foundation may not be altered or abbreviated in any way. Use of the Foundation logo must be approved prior to publication.

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## **Guidelines / Grant Application Information**

### **Application Process**

- Step 1:** Read the guidelines to help you determine if your project qualifies
- Step 2:** Complete and submit the application form to the Foundation
- Step 3:** Applications will be scheduled for review at the next available meeting of the Board. Applicants may be requested to attend to elaborate on their application. You will be advised of the Board's decision by email within seven (7) days and also regarding disbursement arrangements.
- Step 4:** Submit a final evaluation to the Foundation within 30 days of the project's completion.

### **Grant Outlines**

The Saanich Legacy Foundation supports activities in the following areas:

1. **Youth** – to support youth development in community leadership
2. **Arts & Culture** – to support pursuit and appreciation of arts in the community
3. **L.I.F.E.** – to support projects which provide opportunities for low income residents
4. **Parks, Paths & Pavilions** – to support green space development, awareness and appreciation

### **Grant Guidelines**

Please review the following general guidelines before submitting a grant application:

1. Registered charities, community organizations, non-profits and/or individual [projects primarily within the District of Saanich are eligible.
2. Organizations must demonstrate fiscal responsibility and effective management.
3. Preference is for projects which benefit the residents and community of the Saanich region.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. All applications are considered on merit and in light of funds available for distribution.
6. Due to demand and limited resources, there may be a limit of grants disbursed.

7. Preference is given to programs which promote volunteer participation and which do not duplicate services provided by other organizations.
8. Pilot projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage.
9. Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
10. Grants range from \$100 to \$10,000 depending on the project and available funds.

## **Deadlines**

- Grant applications will be received throughout the year and scheduled for the next available meeting of the Directors.

## **Eligibility**

The following are **not eligible** for funding:

1. Annual funding campaigns and fundraising initiatives
2. Capital campaigns, however identifiable components of capital projects may be considered
3. Attendance at Conferences
4. Deficit reduction and retroactive funding
5. Direct religious activities and political activities
6. Institutions' statutory programmes
7. On-going core operating expenses and regular staff wages
8. Travel costs
9. "For-Profit" Groups

## **Evaluation Process**

Applications will be evaluated on their ability to meet the criteria identified by the SLF. Those criteria will include:

- Relevance and adherence of a given project to the stated mandate of the SLF
- Participation of other partners (corporate, service clubs, private individuals)
- Degree of community involvement in planning and development of the project
- Ability of the applicant to manage and administer funds in an accountable manner for the stated purposes.

The focus in all instances will be on promoting community involvement.

## Final Evaluation

- All grant recipients are expected to submit a Final Report within 30 days of completion of the project.
- All reporting requirements must be met before applying for another grant.

If you have any questions about the information listed above – please contact:

The Saanich Legacy Foundation  
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**APPLICATION FORM ◀**

**PROJECT INFORMATION:**

Title: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Number of participants: \_\_\_\_\_

**Project Focus:** \_\_\_ Youth \_\_\_ Arts/Culture \_\_\_ Parks/Paths/Pavilions \_\_\_ Low Income Opportunities

**Project Expenditures**

Salaries/Honoraria \$ \_\_\_\_\_

Materials/Supplies \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

**Total Project Expenses:** \$ \_\_\_\_\_

**Project Revenues**

SLF Support Request \$ \_\_\_\_\_

Government Grants \$ \_\_\_\_\_

Earned Revenue \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

**Total Project Revenue:** \$ \_\_\_\_\_

**Surplus/Deficit** \$ \_\_\_\_\_

For applications requesting \$2000 or more, please attach a separate, detailed project budget with your application.

See over ►

**PROJECT INFORMATION (attach separate sheet if necessary)**

1. Briefly describe the project/program:

2. Report how your project/programme will benefit (a) you organization's purpose and development; (b) those individuals involved; and (c) the Saanich community

3. Anticipated outcome:

Applicant: \_\_\_\_\_

Program or Project Director \_\_\_\_\_

Date: \_\_\_\_\_



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## FINAL GRANT REPORT

Applicant/ Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

On a separate sheet(s) please provide the following information:

1. Description of project work completed
2. Project accomplishments (include any indicator measurements or benchmarks, outcomes, expected or unexpected)
3. Lessons learned (include success approaches as well as things you would have done differently)
4. Project Accounting Information (compare actual expenses with budget items funded by the grant and briefly explain any overages or unspent funds)
5. Project photographs\*
6. Project media (include press clippings and/or information regarding media coverage)
7. Materials, brochures, reports and any other representative material relating to the project
8. Additional comments
9. Final report must be signed by the Program or Project Director.

**\* Please indicate if you will permit the SLF to use these photographs on its website or other printed and promotional material of the Foundation.**

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## APPLICATION FOR RELEASE OF FUNDS HELD IN TRUST

### Project Information

Project Title: \_\_\_\_\_

Start date: \_\_\_\_\_ Anticipated Completion date: \_\_\_\_\_

Amount being held in trust: \$ \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Amount Remaining \$ \_\_\_\_\_

Application date: \_\_\_\_\_

Date Funds Required \_\_\_\_\_

- Indicate original source of funds (i.e. fundraising, donations, grants) and/or the name of the source:
  
- Indicate how the funds will be used.
  
- Please indicate how the Saanich Legacy Foundation will be recognized for its participation on the project.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Program or Project Director

Date: \_\_\_\_\_