



BUILDING BETTER COMMUNITIES,
ONE GRANT AT A TIME

GRANT APPLICATION GUIDELINE

Please read carefully before completing the Grant Application Form.

This Guide is designed to assist your organization in submitting an application to The Notary Foundation. The Guide takes you through the form step by step, explaining each question and providing examples where relevant.

We recognize the effort that goes into preparing grant applications. It is our intention to help you develop a complete grant submission with sufficient information for The Notary Foundation staff to make informed decisions to the Board of Governors.

- Please remember that the same form is used for all grant applications, regardless of project type, complexity, or amount of the grant request. Therefore, the level of detail you provide should depend on the nature of the project.
- Some headings may not apply to your project. In those instances, simply indicate or mark the appropriate section with “N/A” (Not Applicable).
- We encourage applicants to be brief but informative and to use simple lay language.

The Grant Application Form is interactive (computer-fillable) for your convenience. It is designed to be printed on white, letter-size (8.5” x 11”) paper.



THE NOTARY FOUNDATION OF BRITISH COLUMBIA

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The Notary Foundation is a philanthropic foundation formed under the *Notaries Act*, SBC (1996) Chapter 334 (as amended).

Section 52(1) states

The purpose of the Foundation is to establish and maintain a fund to be used for the purposes of

- a) legal education;
- b) legal research;
- c) legal aid (a portion of the fund is required to be provided to the Legal Services Society);
- d) education and continuing education for Notaries and applicants for enrollment as Notaries;
- e) establishing, operating, and maintaining law libraries in the Province; and
- f) contribution to the special fund established under the Act.

To ensure compliance with the requirements of the Act, all applications for grants will be reviewed by The Notary Foundation Board of Governors at their quarterly meetings



THE NOTARY FOUNDATION OF BRITISH COLUMBIA

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THE BOARD OF GOVERNORS

Tammy Morin Nakashima, Chair
John Eastwood
Filip de Sagher
Lorne Mann
Lisa Nakamura
Deborah Nelson
Jas Rehal
David Watts
Rhoda Witherly
Patricia Wright

Please note: Providing grants for 2017 are now closed

The next meeting for review of Grants will take place in March. The deadline is the 28 Feb. Schedule for receiving Grants in 2018 will be published following the first meeting in March

	2018 Submission Deadlines	2018 Application Review Dates
1.	February 28	March 8
2.	<i>tbc</i>	<i>tbc</i>
3.	<i>tbc</i>	<i>tbc</i>
4.	<i>tbc</i>	<i>tbc</i>

NOTE: The above-scheduled Application Review Dates for Board of Governors meetings are subject to change. The deadlines for submissions will not change.

**For further information, please contact
Wayne Braid, Executive Officer,
The Notary Foundation of British Columbia.**

Box 44, Suite 700
625 Howe Street
Vancouver, BC
V6C 2T6
Tel: 604 681-4516
Fax: 604 681-7258

info@society.notaries.bc.ca
www.notaries.bc.ca



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SECTION 1: YOUR COMPANY INFORMATION

1.1 CONTACT INFORMATION

- a) **Address:** Provide the organization's full mailing address, including the postal code.
- b) **Other:** Provide the organization's phone number, fax number, email, and website, if applicable.
- c) **Registered Business Number:** That is the official business registration number issued to your organization by Canada Revenue Agency (CRA). It confirms your status as a registered charitable organization. It is a 9-digit number (xxxxx xxxxRR). If there is any doubt about your status, please contact CRA's Charities Client Assistance at 1-800-267-2384.
- d) **BC Society Number:** That is your organization's incorporation number under the *Society Act of British Columbia*. It starts with "S" followed by a space or dash and up to 5 digits (S xxxxx). To verify your incorporation number, contact the Societies and Cooperatives Branch of BC's Corporate and Personal Property Registries at 604 775-1046 (Lower Mainland) or 250 356-8676 (Victoria).
- e) **Sponsored:** If your application is being sponsored by another organization, provide the name, contact information, business and society registration numbers of the sponsoring organization.
- f) **Company Background:** Briefly summarize the main purpose of your organization. Please provide the following.
 - The organization's date of establishment
 - Its history and activities
 - The geographic area covered
 - The diversity of the population served

Include formal affiliations with other organizations.



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1.2 ORGANIZATIONAL STRUCTURE

- a) Attach a list of the Board of Directors, including their names, addresses, telephone numbers, and occupations.
- b) Provide the Chair's name, telephone number, and email address.
- c) Provide the name, position, telephone, and email of the organization's senior staff member (typically the Executive Director). If the organization has no senior staff person, please mark the appropriate section with "N/A."
- d) Provide the name, position, telephone, and email of the person responsible for the project for which funding is requested. That person will be the primary contact for The Notary Foundation staff in the event further information is required during the application review process. The Project Manager may be the Executive Director, another staff member, or a volunteer.

1.3 MISSION STATEMENT AND/OR MANDATE

- a) Ensure that the project is consistent with the purposes designated in your organization's Constitution and Bylaws.
- b) Include a copy of your most recent annual report, if necessary.

1.4 FINANCIAL INFORMATION

- a) State your organization's fiscal year, e.g., April 1 to March 31.
- b) Attach the following financial documents for your organization.
 - A full financial statement (preferably audited) for the most recent completed fiscal year, including any statement of accumulated surplus or deficit
 - Your current operating budget with expenditures and revenues summarized on one page
 - A recent interim (monthly or quarterly) financial report comparing year-to-date actual to budgeted expenditures
 - A detailed copy of your project budget
- c) Indicate whether the expenditure and revenue of this project are part of your organization's operating budget for the current fiscal year.

1.5 PAST PROJECTS

Briefly describe past projects that your organization has successfully completed.



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SECTION 2: PROJECT INFORMATION

2.1 PROJECT SUMMARY

- a) Provide a thorough description of the proposed project.
- b) Describe how you will involve the people expected to benefit from the project.
- c) Explain how your project demonstrates inclusiveness, values diversity, and cultural sensitivity in its approach.
- d) Outline the capability of your organization to conduct the project.
- e) If the project is to develop resource material (audio visual, print, or other), provide the distribution plan.

If your request is for a lump sum to be applied to any items at the discretion of The Notary Foundation, *simply leave blank* the section "Amount Requested from The Notary Foundation." Please note that your preference for allocation of Foundation funds will be taken into consideration. It is, however, the Executive Officer's discretion to recommend allocation to the Board of Governors of The Notary Foundation.

If funding is requested for particular items without specifying an amount, indicate those items with an asterisk shown under Project Expenditure, Section 3.2, page 9 of the Grant Application Form.

2.2 PROJECT TIMELINE

Indicate the anticipated start-to-completion dates of the project.

2.3 PROJECT BACKGROUND

- a) Describe how the idea of the project originated. Examples may include an inventory of community strengths and assets, a needs assessment, consultation and/or input from community leaders, other agencies, and experts in the field.
- b) Identify the population to be reached and explain how they were consulted and included in the project.
- c) Tell us what background research you have undertaken.
- d) If the project is to develop resource materials (audio visual, print, etc.), explain how you are assured that resource is not already available.



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2.4 GOALS AND OBJECTIVES

Define the overall goal(s) and specific objectives of the project. Objectives should reflect what you wish to achieve.

2.5 PROJECTED RESULTS

State the anticipated results.

2.6 DESCRIPTION OF PROPOSED STRATEGIES

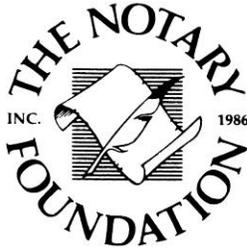
- a) Describe the strategies you will use to achieve your objectives.
- b) Provide details on areas such as the following.
 - Methodology
 - Work Schedule
 - Personnel
 - Geographic Scope
 - Number of People to be Reached
 - Promotion Plans
 - Other Pertinent Details

2.7 THE NOTARY FOUNDATION'S STATUTORY MANDATE

- a) Explain how the project fits within The Notary Foundation's statutory mandate, which states as follows.

To provide the means for legal education, legal research, legal aid, education, and continuing education for Notaries and applicants for enrollment as Notaries; and to establish, operate, and maintain law libraries in the Province

- b) Confirm that the funds will be used in British Columbia.



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SECTION 3: PROJECT FINANCIAL DETAILS

In completing this section, please consider the following.

1. It is essential to complete this summary, although you may also attach a detailed budget, if necessary.
2. Disregard headings that do not apply to your project.
3. Include copies of quotations or estimates for capital acquisitions.

3.1 PROJECT REVENUE SOURCES

- a) List each source of anticipated income.
- b) Under “Assured,” indicate the amount that is confirmed at the time of the application.
- c) Under “Potential,” indicate the amount that has been requested but not approved or, in the case of fundraising, an anticipated amount.
- d) Total both Assured and Potential funding and provide the name and telephone number of each funding representative involved in this project (see example shown below).
- e) Under “Organization’s Contributions,” separately indicate income from donations/fundraising and in-kind donations or volunteer time. Declare a cash-value only on those in-kind donations for which you can clearly assess a market value.

Example PROJECT REVENUE SOURCES

SOURCES OF REVENUE	ASSURED	POTENTIAL	TOTAL	CONTACT	TELEPHONE
Notary Foundation	\$0.00	\$5,000.00	\$5,000.00		
Organization’s Contributions					
Cash Fundraising	\$3,000.00	\$1,000.00	\$4,000.00		
In-kind gifts	\$1,000.00		\$1,000.00		
Volunteer time: 100 hours	\$0.00	\$0.00	\$0.00		
Ministry of Women’s Equality	\$4,000.00	\$0.00	\$4,000.00	Mary Green	604 660-1111
Department of Heritage	\$0.00	\$1,000.00	\$1,000.00	Joe Smith	604 666-3333
Casino	\$3,000.00	\$5,000.00	\$8,000.00		
TOTAL REVENUE	\$11,000.00	\$12,000.00	\$23,000.00		

3.2 PROJECT EXPENDITURE

Provide details for each item, breaking out all costs and indicating the amounts requested from The Notary Foundation.



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SECTION 4: ADDITIONAL PROJECT INFORMATION

4.1 COMMUNITY INVOLVEMENT

- a) Briefly describe any community involvement and/or collaboration with other organizations.
- b) Indicate the degree of community support that exists.
- c) Attach letters of support from community service groups, government representatives, or experts in the field who endorse the activity, or please provide a list of references.

4.2 PROGRESS EVALUATION

- a) Explain how your organization will evaluate progress and specific goals.
- b) Describe when and how you plan to measure the success of the project in relation to its goals and objectives.
- c) Explain how this project's long- and short-term goals will be recognized and met.
- d) Describe how you intend to involve participants in this evaluation.
- e) Describe the evaluation method you plan to use.
- f) State how information collected during this project will be used and whether you intend to share the results with other organizations that could benefit from your experience.

4.3 DISSEMINATION PLAN

If applicable, describe how the lessons learned from the project or resource materials from the project will be disseminated.

4.4 FUTURE FUNDING PLANS

If there is a project that will continue to require funding once the grant ends, indicate what action you have taken or strategy you have developed to secure future funding.



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SECTION 5: SIGNATURES

The application is to be signed by both the senior staff person and the representative of the Board with signing authority, preferably the Chair. If the Chair is unable to sign, indicate the Board position of the authorized representative signing on behalf of the Board of Directors.

Be sure you have enclosed all required attachments and retained a full copy of your application for your files.

Please return the completed application *by mail* to the following address. Facsimile copies are not acceptable.

**The Notary Foundation of British Columbia
Suite 700
625 Howe Street
PO Box 44
Vancouver, BC V6C 2T6**
