

# COMMUNITY GROUP INTAKE FORM

Please complete the following form and email to [grantwriter@prrd.bc.ca](mailto:grantwriter@prrd.bc.ca).  
Only complete fields relevant to your community group.

Check one of the following:

☐

I'm looking for grants that fit my project

☐

I don't have a project confirmed yet, but I would like to apply for funding

☐

I have project and a grant to which I'd like to apply.

## CONTACT INFORMATION

Community Group Name:

Physical Location:

Mailing Address:

Postal Code:

Website:

Office Phone:

### CONTACT PERSON #1

Full Name:

Role/Title:

Phone:

Email:

### CONTACT PERSON #2

Full Name:

Role/Title:

Phone:

Email:

## COMMUNITY GROUP INFORMATION

Year Established/Incorporated:

GST Number:

Charitable Number:

Governance Structure:

Society Number:

No. of Employees: FULL-TIME: PART-TIME:

Tax Exempt Number:

No. of Volunteers:

### COMMUNITY GROUP BIO

Tell us about your community group by providing an overview of your purpose, membership, etc.:

## PROJECT DETAILS

Project Name:

Project Description:

---

List potential benefits to the community(ies) (point form is OK):

---

Estimated amount of funding needed (\$):

---

Suitable grant programs that you've identified for your project:

## SUPPORTING DOCUMENTS

Where possible, please provide the Grant Writer with an electronic copy of the following documents to assist them with completing your grant application.

**IMPORTANT:** All document copies are saved on the Grant Writer's secure server during their contract with the Peace River Regional District (PRRD), following which all documents will be destroyed.

☐

Organizational Chart

☐

Strategic Plan

☐

Previous year's audited Financial Statement(s)

☐

Proof of Charitable Status

☐

Society Bylaws

☐

BC Society Certificate of Good Standing/Articles of Incorporation

☐

If GST exempt, letter stating exemptions

## WOULD YOU LIKE TO RECEIVE GRANT OPPORTUNITY UPDATES?

If you would like to receive updates from the Peace River Regional District on upcoming grant opportunities, please [sign-up for the Grant Opportunities Email Newsletter](#).