



This PDF Application Form is **read-only**.

You **must** submit your application through the [online application form](#) starting May 24, 2024 at 9:00 AM PT.

**[APPLY ONLINE HERE](#)**

*Opening May 24, 2024*

If you have any accessibility requirements for accessing and completing the application online, please [contact your local community foundation](#) or contact [prosperity@communityfoundations.ca](mailto:prosperity@communityfoundations.ca).

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## Welcome to the Community Prosperity Fund Application!

The Community Prosperity Fund is a \$25 million investment from the Government of B.C. that advances poverty reduction and social inclusion—announced on the [inaugural B.C. Nonprofit Day](#). This fund is part of the Government of B.C.'s commitment to supporting the non-profit sector and empowering local communities to make local decisions. The Community Prosperity Fund will provide funding for the ongoing work of organizations across B.C. with funding decisions made by your local community foundation.

**Some community foundations are directly distributing funds through their existing funding mechanisms. Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities. If your community foundation is distributing funds through other opportunities, please contact your local community foundation to find out about other opportunities.**

### 3 Things to Know

**1. Funding can support operational expenses or project delivery.**

This funding focuses on making a difference for people at the community level who are struggling during a time of global inflation. You know best what would benefit your community most. To support your organization's critical work and long-term sustainability, you can apply to:

- Fund operational expenses that contribute to your organization's long-term resiliency (e.g., investment in digital infrastructure, support for staff training, developing organizational strategies and policies, salaries, rent, and other organizational costs) or;



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- Project delivery funding that addresses community needs.

## 2. It's a local approach.

Every community is unique, and so are their needs. You know this, and review committees do, too. The over 50 community foundations participating in this fund will ensure that there is local decision-making with local review committees making decisions. This means your application will be reviewed at a local level.

## 3. It takes a long view.

The Community Prosperity Fund gives you the space to complete your best work. You have up to three years for your activities, giving you space to implement the funding over time and in a way that works best for your organization. What if you only need one year? That's also great. You know best what you need.

## The Application

Our goal is to make this application process simple and easy to complete. The [Applicant Guide](#) provides concrete examples of eligible and ineligible activities and expenses.

You'll start with an Eligibility Quiz to ensure you're eligible to apply for funding. Those applicants who pass that quiz will access the application form. This application form has five sections:

- Section 1: Your Organization's Information
- Section 2: Type of Organization
- Section 3: Your Funding Request
- Section 4: Your Budget and Financial Information
- Section 5: Certifications & Conditions

All applications from eligible organizations will be reviewed by a local committee established by their local community foundation using the Community Prosperity Fund Reviewer Rubric. This rubric includes: Mission and Leadership Alignment, Community Need, Organizational Need and Feasibility and Viability. To see the complete rubric, please review the [Applicant Guide](#).

All applicants will receive notification by August 30, 2024 of the outcome of their application.

**The deadline to apply is 5:00 PM PT on June 24, 2024.**



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## Eligibility Quiz

This form will help determine whether your organization is eligible to apply for funding through the Community Prosperity Fund.

Please read the [Applicant Guide](#) to learn more about the Community Prosperity Fund and related Review Rubric. **It is strongly recommended that you read the guidelines before beginning the application process.**

- **Do you consent to share the information in your application with your local community foundation, Vancouver Foundation, Community Foundations of Canada, and the Government of B.C.?** *The Community Prosperity Fund is possible through the collaboration of the Government of B.C., Vancouver Foundation, Community Foundations of Canada and a network of local community foundations across the province.*
  - Yes
  - No: *this indicates that you are not eligible to apply for funding through the Community Prosperity Fund. Please review the [Applicant Guide](#) or reach out to your [local community foundation](#) if you have any questions.*
  
- **Does your organization support communities in British Columbia?** *Your organization must support communities in British Columbia to be eligible to apply for the Community Prosperity Fund. Please see the [Applicant Guide](#) for more information on eligibility.*
  - Yes
  - No: *this indicates that you are not eligible to apply for funding through the Community Prosperity Fund. Please review the [Applicant Guide](#) or reach out to your [local community foundation](#) if you have any questions.*
  
- **Are you a charity, non-profit organization or Indigenous-serving organization?** *Your organization must be a charity or non-profit this includes Indigenous-serving organizations. Please see the [Applicant Guide](#) for definitions.*
  - Yes
  - No: *this indicates that you are not eligible to apply for funding through the Community Prosperity Fund. Please review the [Applicant Guide](#) or reach out to your [local community foundation](#) if you have any questions.*



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- **Did your organization receive funding from the Lighthouse Organizations Fund, Recovery & Resilience Fund, or Level BIPOC Grants?** *Organizations that received funding from Vancouver Foundation's [Lighthouse, Recovery & Resilience Fund](#) or [Level BIPOC Grants](#) are not eligible to apply for the Community Prosperity Fund. Please see the [Applicant Guide](#) for more information on eligibility.*
  - Yes: *this indicates that you are not eligible to apply for funding through the Community Prosperity Fund. Please review the [Applicant Guide](#) or reach out to your [local community foundation](#) if you have any questions.*
  - No
  
- **Is your local community foundation participating in the Community Prosperity Fund open call?** *Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities. **If your community foundation is not participating in this open call, do not fill out the online application.** Please contact your local community foundation to find out about other opportunities.*
  - Yes
  - No: *this indicates that you are not eligible to apply for funding through the Community Prosperity Fund. Please review the [Applicant Guide](#) or reach out to your [local community foundation](#) if you have any questions.*

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## Section 1: Your Organization's Information

### Your local community foundation

The Community Prosperity Fund is being delivered in collaboration with over 50 local community foundations across the province to ensure local decision-making.

Some community foundations are directly distributing funds and not participating in this open call. Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities. **If your community foundation is not participating in this open call, do not fill out this application form.** Please contact your local community foundation to find out about other opportunities.

1. **Please select the local community foundation where your activities will take place.** You can search for your local community foundation using [this map](#). Please apply to the correct community foundation to ensure your application is appropriately reviewed.
  - *List of community foundations available in the online application.*

### Contact Details

2. **Provide the contact details for the primary contact from your organization.** We may reach out if we have questions about your application.
  - First Name
  - Last Name
  - Role or Title
  - Phone Number (*please make sure to use the format 123-456-7890*)
  - Email
3. **Provide the contact details of a staff member in a leadership role at your organization,** such as the CEO, President, or Executive Director. Indicate if this contact is the same as information provided above
  - Yes
  - No
4. **If no, provide contact details below**



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- First Name
- Last Name
- Role or Title
- Phone Number (*please make sure to use the format 123-456-7890*)
- Email

## Your Organization's Details

5. **Legal Name**

6. **Common Name (if applicable)** *This may be the same as your legal name, but please let us know if you commonly use a different name to identify your organization.*

7. **Address**

- Street Address. *Please include your suite or unit number if applicable.*
- City, Town or Municipality
- Province or Territory. *Please note that all activities for the Community Prosperity Fund must take place in BC. Please see the [Applicant Guide](#) for more information on eligibility.*
- Postal Code

8. **Mailing Address**, if different from above

- Street Address. *Please include your suite or unit number if applicable.*
- Please include your suite or unit number if applicable.
- City, Town or Municipality
- Province or Territory. *Please note that all activities for the Community Prosperity Fund must take place in BC. Please see the [Applicant Guide](#) for more information on eligibility.*
- Postal Code

9. **Website and Social Media**

- Website
- Facebook
- Instagram
- Twitter or X

10. **How did you hear about the Fund?**

- Community Prosperity Fund page on the Government of B.C. website or social media



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- Community Prosperity Fund page on Vancouver Foundation's website or social media
- Your local community foundation
- News media
- Word of mouth or networks
- Other, please specify

**11. What is your organization's annual revenue?**

- \$49,999 and under
- \$50,000 to \$149,999
- \$150,000 to \$499,999
- \$500,000 to \$1,499,999
- \$1,500,000 to \$4,999,999
- \$5,000,000 - \$9,999,999
- \$10,000,000+

## Mission Statement

- 12. Describe your organization's mission and purpose and how they support the purpose of the Community Prosperity Fund.** Max = 100 words.

## Leadership and Diversity, Equity and Inclusion

*'Nothing about us, without us'. This principle recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to addressing social challenges. When the principle is used, the organization's work is guided by the needs and aspirations of the people being served. Those people served are provided meaningful opportunities for participation in planning, leadership, implementation and evaluation.*

- 13. Describe how your organization actively brings an equity lens to its work using the 'nothing about us without us' principle.** See [Applicant Guide](#) for the definition. Min = 50 words. Max = 150 words



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## Section 2: Type of Organization

The Community Prosperity Fund is open to

- Charities registered with the CRA
- Incorporated non-profits
- Indigenous-serving organizations

If these organizations are qualified donees, they can apply directly to the Community Prosperity Fund. Most non-qualified donees will need to work in partnership with a collaborating organization to apply. There are some exceptions to this as some community foundations can directly fund non-qualified donees. This application will walk you through this process.

### What is a qualified donee?

Charities and Indigenous-serving organizations performing a function of government registered with the CRA are considered qualified donees. A qualified donee can issue official donation receipts for gifts it receives from individuals and corporations. You can see the CRA definition [here](#).

14. **Are you a charity [registered with the CRA](#)?**

- Yes
- No

a. **If yes, provide a direct link to your organization's CRA T3010A, which you can find on the [CRA website](#).**

b. **If yes, provide your Registered Charity Number. Make sure to use the format 123456789 RR0001.**

15. **Are you an incorporated non-profit [registered with the Government of B.C.](#) or [federally incorporated](#)?**

- Yes
- No

a. **If yes, provide your incorporation number.**

*If you are provincially incorporated, please confirm your incorporation number on [OrgBook BC](#).*



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*If you are federally incorporated, please confirm your corporation number on the [Government of Canada database](#).*

*Make sure to use the format S1234567 or 123456-1*

**15. Are you an Indigenous-serving organization?**

- Yes
- No

**16. Are you [registered as a qualified donee](#)?**

- a. Provide the name as it appears in the CRA registry

**17. Are you an Indigenous-serving organization listed by the [British Columbia Assembly of First Nations](#) or the [Government of B.C.](#)? *If your Indigenous-serving organization does not appear in any of these lists, please reach out to your local community foundation to see if you are eligible.***

- Yes
- No

**18. If yes, provide the name as it appears in the registry**

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## **NOT APPLICABLE FOR ALL APPLICANTS**

### **Working with a Collaborating Organization (for non-qualified donees)**

If you are a **non-qualified donee**: To apply to the Community Prosperity Fund, you will need to work in partnership with a collaborating organization.

**What is a Collaborating Organization?** A collaborating organization is a qualified donee who works in partnership with a non-qualified donee and agrees to take on an application and its activities as its own and engages a non-qualified donee as an intermediary to carry out the activities. The agreement should be made between organizations with a mutual alignment of values and missions. If an application with an agreement is successful, payment will be made to the collaborating organization, which will be responsible for disbursing funds to the non-qualified donee.

#### **What does this mean for you?**

In this application, we will ask you for the contact details of the collaborating organization you intend to partner with.

#### **Only if you are an organization approved for funding:**

- You will need to provide an Agreement between you and your Collaborating Organization (a template will be provided)
- Your Collaborating Organization will sign the funding agreement
- Payment will be issued to the Collaborating Organization

We will provide further details on this process to organizations approved for funding when appropriate.

i. **Name of Collaborating Organization**

ii. **Provide the contact details for the Collaborating Organization**

- First Name
- Last Name
- Role or Title
- Phone Number
- Email

iii. **Address of the Collaborating Organization**

- Street Address
- City, Town or Municipality
- Province or Territory
- Postal Code

iv. **Provide a direct link to your Collaborating Organizations CRA T3010A, which you can find on the [CRA website](#). All Collaborating Organizations must be qualified donees.**



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## Section 3: Your Funding Request

### Organizational and Community Needs

The Community Prosperity Fund provides funding to cover operational expenses like rent, insurance, staff salaries, technology, etc., or support project delivery.

19. **Community Need: What are your community's primary need(s)?** Max = 60 words.

20. **Community Need: Explain how this funding will support the needs of your community.**  
Max = 100 words.

21. **What is the primary population that would be served by this funding?** Select one primary population.

- children and young adults;
- women;
- First Nations, Métis and Inuit peoples;
- Black persons;
- persons of colour;
- persons whose gender identity or expression is not cisgender;
- persons living with disabilities;
- persons living in rural and remote communities;
- immigrants;
- refugees
- 2SLGBTQIA+ persons;
- seniors;
- persons and families working and earning low incomes;
- persons receiving social assistance;
- persons with experiences of abuse and trauma; and
- persons living with mental illness or addiction.



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22. **What other populations would this funding serve?** Select all that apply.

- children and young adults;
- women;
- First Nations, Métis and Inuit peoples;
- Black persons;
- persons of colour;
- persons whose gender identity or expression is not cisgender;
- persons living with disabilities;
- persons living in rural and remote communities;
- immigrants;
- refugees
- 2SLGBTQIA+ persons;
- seniors;
- persons and families working and this funding would serve receiving social assistance;
- persons with experiences of abuse and trauma, and;
- persons living with mental illness or addiction.

23. **Funding Type:** Are you applying for operational expenses or funding to support project delivery? Select your option below:

- Operational Expenses:** Fund operational expenses that contribute to your organization's long-term resiliency, e.g., investment in digital infrastructure, support for staff training, developing organizational strategies and policies, salaries, rent, and other organizational costs).
- Project Delivery:** Project delivery funding that addresses community needs.

## Operational Expenses

If you selected **Operational Expenses** complete the following section.

A. **Funding Description:** Describe the purpose of your funding request. Max = 100 words.



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- B. **Organizational Needs:** If you are applying for operational expenses, what are your organization's primary need(s) to support long-term operations? How will this funding support these organizational need(s)? Max = 60 words.
- C. **Select the number of years your activities will take place.** *Activities can begin in 2024 and can continue for up to three years as long as all activities are completed by June 30, 2027.*
- 1 year
  - 2 years
  - 3 years
- D. **Activities and Timeline** Please describe the activities and the month and year in which they will take place. For example: "December 2024 to March 2025: Carry out six staff training sessions." *Activities can begin in 2024 and can continue for up to three years as long as all activities are completed by June 30, 2027.* Min = 50 words. Max = 250 words

## Project Delivery Funding

If you selected Project Delivery complete the following section.

- A. **Funding Description:** Describe the purpose of your funding request. Max = 100 words.
- B. **Organizational Needs:** If you are applying for program delivery funding, how will this funding support your organization's mission long-term? Max = 60 words.



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- C. **Select the number of years your activities will take place.** *Activities can begin in 2024 and can continue for up to three years as long as all activities are completed by June 30, 2027.*
- 1 year
  - 2 years
  - 3 years
- D. **Activities and Timeline** Please describe the activities and the month and year in which they will take place. For example: “December 2024 to March 2025: Carry out six staff training sessions.” Min = 50 words. Max = 250 words
- E. **Who will be responsible for overseeing these activities?**
- Name
  - Role or Title
  - Responsibilities
- F. **Are you working with any other organizations on these activities? If yes, please list the organizations and briefly describe their role.** Max = 250 words

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## Section 4: Your Budget and Financial Information

### Your Budget

#### 24. Total amount requested

#### 25. Provide details of your overall budget and included expenses such as:

- a. Staff salaries and employment-related costs
- b. Contractors - fees for professional services
- c. Materials and supplies
- d. Equipment
- e. Travel expenses
- f. Training and events
- g. Rent
- h. Gift cards
- i. Honorariums
- j. Transit pass
- k. Administration
- l. Other [please specify in description]

*As you complete your budget, we encourage you to reference the [Applicant Guide](#) that outlines Eligible Expenses. Please ensure the total amount in your budget matches the total amount requested.*

### Financial Information

#### Qualified Donees: Please upload the following financial documents

*Required Documents for Registered Charities and Other Qualified Donees*

- Last annual report, donor report, annual general meeting report or reporting to stakeholders on activities (such as a newsletter)
- Most recent financial statement

Ensure any financial statements are complete, meaning that they are:

- Signed and dated by the accountant and accounting firm or approved by your Board of Directors or management committee. We cannot accept draft statements.
- Submitted on the accountant's or accounting firm's letterhead for all externally prepared statements.



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- Consolidated for organizations with branches, chapters, subsidiary organizations, or any controlled entities.

**Non-Qualified Donees: Please upload the following documents:**

*Required Documents for Registered Non-Profits and Other Non-Qualified Donees*

- Governance documents, preferably including your local or federal registration number, such as:
  - Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
  - Provincial Registry document
  - Trust Deed, if a trust
- Most recent tax filings (2022 or 2023)
  - T2 return or T2 Short Form (if incorporated)
    - Non-profit organization information return (Form T1044)
    - Most recent financial statements
    - Last annual report, donor report, annual general meeting report or reporting to stakeholders on activities (such as a newsletter)

Ensure any financial statements are complete, meaning that they are:

- Signed and dated by the accountant and accounting firm or approved by your Board of Directors or management committee. We cannot accept draft statements.
- Submitted on the accountant's or accounting firm's letterhead for all externally prepared statements.
- Consolidated for organizations with branches, chapters, subsidiary organizations, or any controlled entities.



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## Section 5: Certifications & Conditions

Please confirm the following conditions to submit your application:

- In checking this box, we confirm that the information provided in this application is accurate.
- In checking this box, we confirm our organization did not receive funding from the [Lighthouse](#) or [Recovery & Resilience Fund](#) or [Level BIPOC Grants](#).
- In checking this box, I confirm that I have the appropriate signing authority to submit this application on behalf of this organization. *If you do not have the authority to submit this application or to sign a formal Agreement, please ensure an individual with authority submits this application.*
- I understand that I must submit an application in the online application form (unless accessibility requirements are requested through your local community foundation).

Upon submission, your application will be shared with your local community foundation for review. Applicants will be notified by August 30, 2024, whether or not they were approved for funding. See the [Applicant Guide](#) for further timeline details.

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