

SCF 2025 Responsive Community Grants

Sunshine Coast Foundation

Question Group

Please ensure you have reviewed the program's **Guidelines, Eligibility, and Restrictions** (available [here](#)) before starting your Letter of Intent.

Reminder: All questions must be completed by a registered charity or other qualified donee (i.e., the applicant organization). Answers to all questions should be in reference to the applicant organization.

The applicant organization is the registered charity/other qualified donee requesting the grant from the Foundation, not the non-qualified donee that may be carrying out the project. Non-qualified donees cannot apply directly to the Responsive Community Grants program.

For further program details, please visit: <https://sunshinecoastfoundation.org/responsive-community-grants/>

If you have any questions or concerns, please contact the Foundation's Communications & Grants Administrator, Emily Schach, on eschach@sunshinecoastfoundation.org

Letters of Intent will be accepted until February 28, 2025. The portal closes at 5pm (PST).

Eligibility*

1. To be eligible to receive the Foundation's charitable funding, the applying organization must:

- I. Be listed by the Canada Revenue Agency as a qualified donee with a status eligible to receive charitable funding,
- II. Benefit citizens of the Sunshine Coast directly through its charitable activities,
- III. Use the Foundation's funding to carry on its own charitable activities and be able to meet the 'own activities test' by carrying on these activities through its staff, volunteers or through an intermediary, and
- IV. Complete the Foundation's required paperwork:
 - o Community Grants Letter of Intent
 - o Community Grants Application Form
 - o Community Grants Project Budget
 - o Community Grants Agreement
 - o Community Grants Final Project Report

o Community Grants Project Expense Report

Does your organization meet these eligibility requirements? *(If not, please exit this process and contact the Foundation.)*

Choices

Yes

No

CRA Registration Number

2. Please enter your organization's CRA Registration Number. *(Please follow the standard format of a 9-digit business number, for example: 123456789RR0001.)*

Character Limit: 25

Vision and Mission*

3. Describe your organization's vision and mission.

(If you are a qualified donee planning to engage a non-charity as an intermediary to carry out the activities described in this Letter of Intent, this question is still about you, the qualified donee i.e., the applicant organization. Please do not provide the vision and mission of the non-charity.)

Please note: The details entered here will automatically carry-over to your full Application form (if you are invited to submit one).

Character Limit: 1000

Programs and Activities*

4. What are the main programs and/or activities undertaken by your organization in order to accomplish its vision and mission? Feel free to use bullet points.

(If you are a qualified donee planning to engage a non-charity as an intermediary to carry out the activities described in this Letter of Intent, this question is still about you, the qualified donee i.e., the applicant organization. Please do not provide the main programs and activities undertaken by the non-charity.)

Please note: The details entered here will automatically carry-over to your full Application form (if you are invited to submit one).

Character Limit: 1000

Funding Request – Grant Amount*

5. How much funding are you requesting from the Foundation? *(The maximum grant about is \$10,000.)*

Please note: The requested amount entered here will automatically carry-over to your full Application form (if you are invited to submit one).

Character Limit: 20

Overall Project Budget*

6. What is your expected overall project budget? (*The overall project budget should include the funding amount you have requested from the Foundation above.*)

Character Limit: 20

Other Funding*

7. Have you applied (or will you be applying) for additional funding from other sources?

Choices

Yes

No, not required

Undecided

Type of Project*

8. If successful, what type of project will the Foundation's funding primarily support? In other words, how will your organization use the grant? (*Choose one.*)

Please note: The selection entered here will automatically carry-over to your full Application form (if you are invited to submit one).

Choices

To support our organization's operations and/or programming.

To support a small capital project and/or the purchase of equipment and materials.

Project Name*

9. What is the name of your project for which you seek funding?

Please note: The name entered here will automatically carry-over to your full Application form (if you are invited to submit one).

Character Limit: 100

Project Details*

10. Provide a brief summary of your project. In your response, please include details about your project's:

- I. Purpose
- II. Goals
- III. Anticipated impact in our community

Character Limit: 1000

Start Date*

12. What is the start date of the project for which you are applying for a grant? *(Note: Cannot be earlier than June 1, 2025.)*

Character Limit: 10

End Date*

13. What is the target end date for the project for which you are applying for a grant?

(The Foundation will only award one community grant per stream per year. Therefore, if you would like to be eligible to apply for a Responsive Community Grant in 2026, your Final Project and Expense Report for the project described here will be due no later than April 30, 2026.)

Character Limit: 10

Conclusion

When you are satisfied with your answers, click the Submit button to the bottom right. You will receive an email confirming that you have submitted your Letter of Intent (LOI). If you do not receive a confirmation email, please contact the Foundation's Communications & Grants Administrator, Emily Schach: eschach@sunshinecoastfoundation.org

LOIs will be reviewed during the month of March. Applicant organizations will be notified about next steps no later than March 28, 2025. Organizations who are invited to submit a full Application can do so online from April 1, 2025.

Thank you and good luck!