



Sample form, not for offline completion.

Visit <https://vansunkidsfund.grantplatform.com> to apply.

All questions on this form must be completed unless marked "(optional)".

The form will not allow submission until all required fields are complete, but you can jump between tabs during completion. Once you choose a "category" you will be able to download a blank PDF of the application form.

**For the "Application Name" field below, please use:
"School or Organization name: Project Title"**

Season
Active season (2023/24 Campaign)

Category
Food, Clothing & Necessities
Experiences / Sports
Food, Clothing & Necessities
Literacy / Numeracy
Mentor
Technology

Application name (please use "School or Organization Name: Project Title")

If your grant application falls under more than one Category above, please split it into separate applications for each category.

The grant application will fund a project being delivered to students / youth in B.C.

Yes

No

Our charitable objectives restrict funding to projects benefiting children based in British Columbia, Canada only. If you are outside this province we are unable to fund your program.

Are you a "qualified donee" under the Canadian Income Tax Act. More information available [here](#).

Yes

No

If you are not a B.C. school or CRA registered Canadian charity running programs at a B.C. school please contact us (604-605-2264 or adoptaschool@vansunkidsfund.ca) before submitting your grant application.

The rest of the application tabs are not visible until you have answered "Yes" to both of these Eligibility questions.

1. Grant Amount

Amount of grant funding being requested from Adopt-a-School.
(Do NOT include the dollar sign, but commas and decimal points are fine.)

2. Project Period

Anticipated duration these funds will cover. Please provide start and end dates (month and year) where known.

PROJECT BENEFICIARIES

3. Age range served by the project

- Preschool (0-5 years)
- Elementary K-5 (5-10 years)
- Middle gr.6-8 (11-13 years)
- Secondary gr.9-12 (14-18 years)
- Alternative Secondary

Please select all that apply.

- Program runs across the School District** (optional)

Please tick if you are a School District applying for a grant that covers multiple schools.

District/ multi-school programs

If your application covers a District program running at more than one school, please tick the box and note the total numbers in questions 4 & 5.

On the Attachments tab upload a document listing the individual schools, funding per school, and the number of students at each school benefiting from the project.

4. Total School Enrolment

How many TOTAL students are enrolled in your school?

5a. Number of children/youth to be served over the project period

Estimated number of **individual** students that will benefit from this program during this period? If needed, an explanation may be given in the next question.

Eg. Students eating breakfast many fluctuate between 5 and 30 on any given day - input 30.

5b. Clarification of above number (optional)

Use this field if clarification of the above number is needed.

5c. Project Beneficiaries (optional)

Please describe the students being served by this project.

Does this project target vulnerable students? How? What percentage of your student population are vulnerable?

FUNDING URGENCY

6a. Urgency (optional)

Urgent - program needs funds immediately to run

Soon - program needs funds before winter break

After winter break - program can run until Feb/March

How urgently do you need this funding?

Adopt-a-School may disburse urgent food/necessities grants sooner, but grants are generally reviewed in January following completion of the fundraising campaign.

Completing this field does not guarantee payment in the indicated time-frame, but will flag the need to the Review Team.

6b. Urgent Amount needed to run until the end of December (optional)

How much funding do you need to run the program through to the end of December?

ORGANIZATION DETAILS

7. Prior AAS Grant Recipient?

Yes

No

Not sure

Has your school / organization received an Adopt-a-School grant before?

(This may include other programs, not just the one you are applying for.)

8. Applicant Type

- B.C. District School
- Independent School
- Other Organization

Please select if your organization is a member of a BC school district, an independent school, or another type of charitable organization.

This is about YOUR ORGANIZATION - if you are an organization that provides a program in schools you will be able to indicate the school district you work with in a later question.

8b. Program Location (optional)

- School District 5 Southeast Kootenay
- School District 6 Rocky Mountain
- School District 8 Kootenay Lake
- School District 10 Arrow Lakes
- School District 19 Revelstoke
- School District 20 Kootenay-Columbia
- School District 22 Vernon
- School District 23 Central Okanagan
- School District 27 Cariboo-Chilcotin
- School District 28 Quesnel
- ...

This question is only visible if "Other Organization" is selected in question 8.

What areas in B.C. does your program operate in?

More than one option can be selected.

9. School / Organization Name

This is the name you usually go by - question 11 is for the official registered charity name.

10. Address

Full address including postal code

Which version of question 11 you see will depend on your answer to question 8.

11. School Board

If you start typing the number or district name in the field, it will restrict drop down options to matching entries.

11. Registered Charity name

Full name of charity as registered with CRA.

12. CRA # (optional)

If known, please enter your (your school board's) CRA charitable registration number. Although "optional" for submission of the application, this will be required before approved grants are disbursed.

This will be your 9 digit business number followed by your charity code (i.e. ##### RR####)

This can be searched online <https://apps.cra-arc.gc.ca/ebsi/hacc/srch/pub/dsplyAdvncdSrch>

Please provide details for the main contact regarding this program.

Additional contacts may be added.

If you are a new school / organization, please provide a contact in your finance department who is authorized to sign the Conditions of Funding Agreement if your grant is approved. (For schools, this must be someone at the school board level.)

PROJECT CONTACT

Project (School) Contact Name

Position Title (optional)

Contact email

Contact phone number

This can be a direct line for the project contact or the main number for the school / organization.

SCHOOL ADMIN CONTACT

Principal / admin / bookkeeper - Who to contact re payment notification (if different to Project contact), or if there is a change in staff?

Admin contact name (optional)

Admin contact email (optional)

Main phone number for school / organization (optional)

May be used for the school's main contact number if a direct line or cell number is provided for the Project contact.

DISTRICT / FINANCE CONTACT

Person at the organization with signing authority to accept responsibility of funds.

PLEASE NOTE: For schools this must be someone at the School Board - usually in the finance dept.

This will be the person required to sign the Conditions of Funding Agreement (COF) before grants may be disbursed.

Finance contact name: (optional)

Charity (i.e. School Board) accounts contact

Finance email (optional)

Finance Phone Number (optional)

PROJECT DETAILS

13. Is this a new project? (optional)

Yes

No

Is this a new project for your school / organization?

14a. Food / Emergency Fund Programs

- Breakfast
- Lunch
- Snacks (after school)
- Weekend Food
- Grocery Gift Cards
- Cooking/Training
- Nutrition Education
- Clothing
- Basic Necessities
- Emergency Funds
- ...

This question only appears if you select "Food, Clothing & Necessities" as the Category on the first tab

For food programs, please indicate which options your program includes. (You can select more than one.)

15. Project Summary

A short, two or three sentence description of the purpose and goals of the project, and expected outcomes (i.e. **WHAT** you expect to deliver).

What demonstrated need is the project designed to address? (i.e. **WHY** do you need this funding).

16. Project Costs Budget

If your requested amount includes different elements (eg. breakfast program / warm clothing / field trips), please breakout the amounts needed for each element.

Expense Description	Total Program Budget	Grant requested from Adopt-a-School
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00

17. Project Activity

Describe the overall project activity and plan of action (i.e. **HOW** do you plan to deliver).

If the Adopt-a-School grant only covers part of the project, describe the specific activities for which you are seeking funding.

If you are applying for district-wide funding, please upload on the Attachments tab a document listing the schools and the number of students at each school benefiting from the project.

18. Outcomes / Evaluation

What are the key outcomes of this project? What impact will this project have?
How will you evaluate the project's success going forward?

19. Cost to Participants? (optional)

Will the participants be charged to attend this project? If so, what is the cost? Will families of participants be eligible to receive a subsidy?

20. Paid Staff (optional)

The number of paid staff involved in delivering this project.

21. Volunteers (optional)

The number of volunteers involved in delivering this project.

PROJECT FUNDING

22. BC government's *Feeding Futures Fund*

Please briefly describe how your district / school is using the 3-year Feeding Futures funding from the provincial government. Will any of that funding be available to this project?

Given the provincial government's announcement in April 2023 to fund \$214 million over three years, Adopt-a-School wants to understand how these funds are being used by the districts.

The government announcement can be read here: <https://news.gov.bc.ca/releases/2023ECC0020-000424>

23. Project Funding Sources

Please list your anticipated funding sources for this project, and indicate whether it is anticipated or already confirmed. Small donations may be grouped together under "OTHER", but if you receive larger donations (>\$5000) from an individual or corporation, please list this on a separate line. You can use the "Add row" button if you have more than one to list (*Anonymous* donors may be noted as such).

	"OTHER" funder descriptions	Amount Requested	Amount Confirmed / Received
1	School / District funding	0.00	0.00
2	Gov't "Feeding Futures" fund	0.00	0.00
3	ADOPT-A-SCHOOL GRANT	0.00	0.00
4	Breakfast Club	0.00	0.00
5	Breakfast for Learning	0.00	0.00
6	Church	0.00	0.00
7	Rotary Club	0.00	0.00
8	OTHER: (for any large corporate / individual donations please add row(s) and list separately below	0.00	0.00
9		0.00	0.00

ONLINE FUNDRAISING PAGE

I would like access to a fundraising campaign page to promote our program. If your application meets our criteria, we may setup an online fundraising campaign page which **you can promote and share with potential donors.** Any funds raised through your project's campaign page will be designated for your project and disbursed to you. If you would actively promote a campaign page for your project, please tick the box and we will discuss the option with you. (optional)

CONFIRMATIONS:

To complete your application, you must confirm that you understand and agree with the following statements:

By submitting this application, I confirm my willingness to participate in a story by the Vancouver Sun.

You agree for you or someone involved with delivering the program to be interviewed for a story if asked. Stories may be published in the newspaper, online and on the Adopt-a-School website and social media.

I will submit photos of the program being funded to be used on social media by Adopt-a-School as a means of thanking generous sponsors.

Please ensure that the school obtains necessary permissions for any students in the photos submitted.

RECOGNITION

(optional)

If your grant application is successful, how will Adopt-a-School and the Vancouver Sun Children's Fund be recognized for our support of this project?

Notes (optional)

If needed, please use this space to provide further notes or explanations.

If you have questions, please contact the Fund Administrator at adoptaschool@vansunkidsfund.ca or call 604-605-2264.

Optional material may be supplied as follows:

- A photo can be uploaded which may be used if your project is added to our fundraising site. (Please ensure you have waivers / permissions from any persons identifiable in the photo.)
By uploading a photo, you confirm that you have appropriate consent from any persons appearing in the photo to use their image online (or from the parent/guardian of minors).
- Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your entry.
- Please do not upload any further written material as the directors will not consider these. The written component of your entry should be fully explained within the provided form fields.
EXCEPTION: If you are submitting for a program that runs across multiple schools, a document may be uploaded that breaks down by school the amount and number of students benefitting.