

Columbia Basin Youth Grants Project Idea Application



Checklist

- You've contacted CBT's Basin Youth Liaison to discuss the project.
- You know the next deadline for applications.
- You've spoken to and have approval from a sponsor organization.
- The adults supervising the project are aware that Criminal Record Checks are required.
- You've reviewed the guidelines and support documents.

How did you hear about Columbia Basin Youth Grants?

- | | |
|------------------|-----------|
| Word of mouth | Facebook |
| CBT staff | Newspaper |
| cbt.org | Web Ads |
| scratchonline.ca | Radio |
| Poster | Other |

Instructions

1. This application is a writable PDF document; be sure to save the document. You must have the latest version of Adobe Reader. <http://get.adobe.com/reader/>
2. Use clear, jargon-free language in your answers.
3. Use point form where possible.
4. Submit your application:

By email cbtyouth@cbt.org

By fax: 1.250.365.6670

By mail: Columbia Basin Trust Suite 300, 445-13 Avenue, Castlegar, BC V1N 1G1

By submitting this application to Columbia Basin Trust, you (the Applicant) acknowledge that you understand that:

1. All submissions to Columbia Basin Trust are subject to the *Freedom of Information & Protection of Privacy Act*;
2. Their application may be shared with other community groups.

Need Help? Call CBT's Basin Youth Liaison at 1.800.505.8998.



SMALL GRANT (under \$2,500)

LARGE GRANT (over \$2,500)

Project Name:

Community:

CBT funds requested: \$

Project start date:

Project end date:

Applicant's Information

If more than one person assisted with the application, provide details in question 8.

Name of applicant:

Applicant's age:

Applicant's role in project:

Address:

Telephone:

Email:

Project's Sponsor Information

Must be a registered non-profit organization, Aboriginal band, school or local government.

Organization:

Contact Name:

Address:

Telephone:

Email:

Non-profit society number:



1. **What's your idea?**

a. **Project description:** A brief statement about what your idea is, the type of activity and who it will benefit.

b. **Goal(s):** List what you wish to achieve in simple broad statements.

c. **Activities/Duties/Deliverables:** Explain the “what” and “how”: the project activities, the target group and how results will be measured.



2. Who's involved? *(Not every project will have entries for each section.)*

a. Youth

Who	From Where	Role
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How will they benefit from the project?

b. Youth Groups

Who	From Where	Role
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How will they benefit from the project?

c. Mentors

Who	Organization/Company	Role
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d. Other Community People/Organizations/Companies

Who	Organization/Company	Role
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- 3. How is the project going to build youth leadership skills?**

- 4. How will the project expose youth to new ideas and experiences?**

- 5. Is this a one-time project or an ongoing initiative? If ongoing, how will it be sustained?**

- 6. How will you promote the project to youth locally or throughout the Basin?**

- 7. How will you know if your project is successful?**

- 8. What additional info would you like to add?**



Project Budget Information

TOTAL PROJECT BUDGET			
BUDGET EXPENSE ITEMS	CBT Contribution	In-kind Contribution	Other Funding Contribution
Total	(A)	(B)	(C)

Total Project Budget: (A+B+C) _____

Total CBT Funds Requested: (A) _____

Details of In-kind Contributions (B)

Organization/Company	Donation Item	Amount
Totals:		(B)

Details of Other Funding (C)

Organization/Company	Confirmed (Y/N)	Conditional (Y/N)	Amount
Totals:			(C)