

Clayoquot Biosphere Trust

Advisory Committee Discretionary Funding Application

The CBT has five volunteer Advisory Committees — Marine & Aquatic, Terrestrial, Education, Community Development and Culture. The groups are comprised of 12 to 15 volunteers from around the region with interest or expertise in that particular field. Each committee has an annual discretionary budget which is used to fund small projects throughout the region. The groups generally meet 2 to 5 times per year and review requests at these meetings.

We suggest you contact staff prior to completing your application to ensure that discretionary funding is still available for the calendar year. Please note: we will not consider funding requests if reports on any previous grants are overdue.

Projects will be evaluated based on the following criteria:

- locally-based proponents and activities,
- matching resources (money and/or in-kind contributions),
- respect for local protocols,
- development of local capacity,
- communication of results locally,
- relation to the CBT's core priorities of Youth in the Biosphere and Healthy Food, Healthy Communities, and
- support for the spirit and intent of the Biosphere Reserve designation.

The CBT does not fund:

- capital acquisitions (e.g. computers, office furniture, lumber, etc.),
- core activities for the operation of organizations,
- sports activities,
- multi-year projects, and
- individuals or for-profit organizations.

To be eligible, an organization must be one of the following:

- registered charity,
- municipality in Canada,
- First Nation that may be considered a public body performing a function of government,
- educational institution, and
- the Government of Canada or a provincial or territorial government.

The CBT is not able to provide funding to ineligible groups via a flow-through arrangement.

Application Process

Applicants will be invited to meet with a committee to present their request. Please allow up to eight weeks for your application to be processed.

Please note: Mac users should complete the form in Preview. Once the form is filled out, go to the File menu and choose "print." When the print dialog pops up, choose the PDF drop-down button in the bottom left corner, then choose "Save as PDF." Save the file to your computer, then send that file to the CBT.

Please address all questions and completed applications to:

Rebecca Hurwitz, Managing Director

rebecca@clayoquotbiosphere.org

316 Main Street, P.O. Box 67, Tofino, BC, V0R 2Z0

250-725-2219 (Tofino office) 250-725-8925 (cell)



The Clayoquot Biosphere Trust supports research, education and programs that advance conservation, the understanding of natural processes in the marine and terrestrial ecosystems and promote the health of individuals and communities in the Clayoquot Sound UNESCO Biosphere Reserve region.



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Discretionary Funding Application

1. Organization Details

Name: _____

Mailing Address: _____

Contact Person: _____ Job Title: _____

Telephone: _____ Email: _____

This organization is a: Registered Charity Educational Institution Local or First Nation Government

Registered charity BN: _____

2. Project Details

Project Title: _____

Funds Requested: _____ Total Project Budget: _____

Start Date: _____ End Date: _____

Will this project proceed without CBT funding? _____

3. Tell us about your project. Include a description, goals and a timeline for completion:



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3. continued...

4. What are the benefits of your project and how will you measure them?

5. How will you report and communicate the benefits of your project?

6. Project Budget

Please complete the following project budget including contributions from any other funding sources and revenue generated from project activities (i.e. ticket sales). Confirmed contributions are funds or in-kind work that has already been guaranteed, while unconfirmed contributions still need to be secured. Please record confirmed contributions by dollar value and identify in-kind contributions.

Item & Description	CBT Funds Requested	Confirmed	Unconfirmed	Total Cost
Salaries & Benefits				
Facilities Rental				
Materials & Supplies				
Other (please specify)				
Total				