

2018 Vital Grants Guidelines for Funding

The CBT is pleased to announce Vital Grants – a new stream of partnership funding to address regional priorities and complex challenges that influence sustainability in the Clayoquot Sound Biosphere Region. These larger grants aim to support meaningful collaboration between organizations, communities, and cultures and must include a minimum of two project partners. Projects must be consistent with the mission of the CBT and meet the funding criteria outlined below. The CBT has \$80,000 available in this new funding stream. In this first year of Vital Grants we anticipate making four or five grants in the range of \$15,000 – \$20,000. This is the CBT's sixteenth allocation of funds to support community projects.

Maximum grant: \$20,000

Who should apply?

Project teams/organizations who have a clear understanding of the issue they are addressing and a strategy to address the challenge.

Grants can be utilized to:

- Support teams with well developed timelines of activities and budgets that reflect their demonstrated knowledge of what is needed to have a positive impact on an identified regional priority or complex sustainability challenge.
- Support the capacity of an existing or expanding project team to grow a project to new communities, schools or geographic areas within the Clayoquot Sound Biosphere Region to have a positive impact on an identified regional priority or complex sustainability challenge.

Project timelines may extend longer than one year, but only one grant payment will be made at the outset of the project.

Each organization may only be the lead of one Vital Grant application but may be involved as a project partner on other applications.

Projects will be evaluated based on the following criteria:

- locally-based proponents, activities and community engagement;
- matching resources (preference for 50% cash and/or in-kind contributions);
- respect for local protocols;
- development of local capacity – developing new skills, knowledge and capability in the region;
- response to an identified need or issue of concern;
- helping to achieve the CBT's core priorities of Youth and the Biosphere, Healthy Communities, and Biosphere Centre; and
- supporting the spirit and intent of the [UNESCO Biosphere designation](#).

The CBT does not fund:

- capital expenses such as computers, office furniture, and lumber (unless they are small expenses and are supplies or equipment for a project);
- on-going operations;
- sports activities;
- fundraising expenses; or
- individuals (see grants for individuals) or for-profit organizations.

To be eligible, a lead organization must be one of the following:

- a registered charity,
- a municipality in Canada,
- a First Nation recognized by the Canada Revenue Agency as a public body performing a function of government,
- an educational institution, and
- the government of Canada or British Columbia.

The CBT is not able to provide funding to ineligible groups via a flow-through arrangement. Please contact CBT staff if you have questions about your organization's eligibility. If you have a project you believe meets the mandate of the CBT and are not an eligible organization, please contact the CBT to discuss your project.

Application Instructions

Applications can be made through the CBT's new [online grant system](#). You will be requested to upload this budget [worksheet](#) during the application. You will also have an opportunity to upload letters of support specific to your application. Additional information should not exceed three pages.

Applications are accepted online only. Please do not submit a hard copy of your application. Applications submitted by email, fax, or mail will not be opened, processed or returned. Feel free to contact CBT staff if you need assistance completing your online application.

Deadline for submission

MARCH 5, 2018, 11:59pm PST

Review Process

Your project application is first reviewed by CBT staff to ensure applications meet our eligibility, criteria and include all required information. If eligible, your application is reviewed by a volunteer advisory committee. Please note, proponents may be invited to attend a committee meeting to present their request. The committee will make recommendations for funding to the CBT Board of Directors for final decision. Projects may be recommended to be funded, not funded, funded in part, or funded with conditions.

Award Announcement:

Successful applicants will be announced in May, 2017.

Applicants will be contacted by email or mail with the CBT's funding decision.

Need help?

If you have any questions about your project's eligibility or have trouble with the application form, contact the CBT:

Drop by our office at 316 Main St in Tofino

Call us at 250.725.2219

Email grants@clayoquotbiosphere.org