Worksheet Community Projects

**Category 2 | Non-Japanese Canadian Organizations**

This worksheet has been provided to help applicants gather the necessary information and support documents in preparation for filling out the online application form. This document is for draft purposes only and cannot be submitted – please transfer the information to the online form when ready. Only online applications will be accepted.

\*= optional field, all other fields are required

**Contact First Name Contact Middle Name\* Contact Last Name Contact E-Mail Address Contact Phone Number Organization Name**

**Organization Mailing Address**

**Does your organization qualify as a Non-Japanese Canadian organization as per the definition? Yes/No**

A Non-Japanese Canadian Organization must satisfy the following requirements: It is a not-for-profit organization whose primary focus is the delivery of a Japanese or Japanese Canadian cultural activity. The organization has a Japanese Canadian board member or an endorsement from an established Japanese Canadian Organization in that region. The organization must demonstrate a connection to the Japanese Canadian community. The organization must have an established constitution and by-laws and have been incorporated for at least two years.

*If you have selected “No” your group is not eligible to receive a Community Projects grant.*

# Description of Organization

Description of the organization or group, including its mission statement, a brief history of the organization or group, and current activities. Please highlight services to the Japanese Canadian community. (Approximately 300 words.)

# Breakdown of Organization Membership\*

If applicable, description of the organization’s or group’s membership totals, including the breakdown of Japanese Canadians and their families, and an estimate of the number of Survivors and Descendants of families who lived in BC prior to April 1, 1949. (Maximum 300 words.)

# Confirmation of Project

Confirmation that this application is for Category 2: Non-Japanese Canadian Organizations. Each organization may apply for only one grant in the Community Projects stream.

# Funding Amount Requested

Category 2: Up to $10,000.

# DOCUMENTS

**Project Schedule**

Provide the project schedule.

# Description of Project

Description of project, including the activity and its benefit to the Japanese Canadian community. (Maximum 3 pages/1,000 words.)

# Budget

On the provided form, submit a balanced budget for the project showing projected sources of funding and expenses (expenses that comprise 10% or more of the budget must provide the breakdown/rationale for estimates). If project costs exceed the maximum possible grant, a list of confirmed additional sources of funding must also accompany this budget.

**Internal Capacity to Complete Project**

Describe the organization’s internal capacity and expertise to manage and execute the project, including key personnel. (Maximum 3 pages/300 words per page.)

# Certificate of Incorporation

Provide a copy of the organization’s Certificate of Incorporation.

# Financial Statements

Provide the most recent financial statements from the last two years.

# Attestation of Application

By completing this application form I declare that the information above is truthful and accurate to the best of my knowledge and belief.