Worksheet Community Projects

**Category 3 | Unincorporated Japanese Canadian Group**

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 group qualify as an Unincorporated Japanese Canadian group as per the definition? Yes/No**

An Unincorporated Japanese Canadian Group must meet the following requirements: It consists of at least 10 members, which could include potential participants in the group’s activities. Its membership is at least 50% Japanese Canadian. Its activities offer Japanese Canadians opportunities to connect with one another, with their culture(s) and/or identity. The group has the relevant experience to manage the project that they are proposing to create. If a subgroup (such as a volunteer group or auxiliary) falls under the umbrella of a larger organization, the group must be endorsed in writing by their larger organization.

The unincorporated group must assign one individual who wil be financially responsible for the grant.

*If you have selected "No" your group is not eligible to receive an Community Projects grant.*

# Description of Group

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

# Breakdown of Group 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 3: Unincorporated Japanese Canadian Groups. Each group may apply for only one grant in the Community Projects stream.

# Funding Amount Requested

Category 3: 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 personal. (Maximum 3 pages/300 words per page.)

# Financial Confirmation

Confirmation of banking arrangements or financial stewardship. Confirmation of banking arrangements or financial stewardship. If the applicant’s group is associated with an incorporated organization, a letter of endorsement from the associated organization is required. The unincorporated group must assign one individual who wil be financially responsible for the grant.

# 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.