**Hornby Island Community Fund - Grant Application Guidelines**

**Applications due by midnight on June 30, 2017**

The following guidelines are important to follow as you complete your applications. The Selection Committee will be taking them into consideration as they review your request:

1. Be sure that your application is in on time. Out of fairness to applicants, late applications cannot be considered.
2. Be sure your application is complete and that it includes everything that is asked for. If a requested item is not applicable, please indicate why.
3. Be sure that you provide a minimum of 2 letters of support, they must be current and specific to your project.

If you have any questions about the application, please contact [hicommunityfund@gmail.com](mailto:hicommunityfund@gmail.com) or call 250-335-1085 for assistance.

**Important Information for Applicants**

**Eligibility**

1. Applicant organizations must operate on Hornby Island.
2. Projects must benefit the Hornby Island Community.
3. Priority will be given to project based applications.
4. Tax funded committees may only apply for projects ineligible for tax based funding.

**Release of Funds**

1. Please note that the timing of the release of funds is project specific.
2. If the project is dependent on other funding, please note that the funding from the Hornby Island Community Fund will not be released until proof of securing the other funding is submitted to the Hornby Island Community Fund committee.
3. The funds are awarded at the Fall Fair at the beginning of September.

**Reporting**

1. There is an expectation that a final report be submitted to the Community Fund Committee once the project is complete along with an accounting of the funds spent. The report should be submitted within 30 days of the project’s completion.
2. Projects are expected be to complete within one year of receiving funding, unless otherwise stated in the application. If the project has been delayed, please include the reasoning as well as the revised timeline for project completion with the report.

**Acknowledgement**

1. It is also expected that the Hornby Island Community Fund will be publicly acknowledged for the grant given. This is to help raise awareness of the fund for both potential donors and other applicants.