# George Ross Legacy Stewardship Program

## Application Form: Medium & Large Projects

The George Ross Legacy Stewardship Program is a funding program created to help support hands‐on citizen stewardship activities by park partners in Metro Vancouver Regional Parks and Regional Greenways. The program is funded by the interest from an endowment created from the generous $2.8 million bequest from Mr. George Ross, who loved trees and parks. This program is administered by Metro Vancouver Regional Parks Foundation, a non-profit society established to support and enhance Metro Vancouver’s Regional Parks system.

Complete the attached application with details of your organization and project. Should you run out of space, include the details on a separate sheet with pertinent subject heading.

Have you been invited to submit an application for this particular project?

Yes No

\*If no, please contact your area Community Development Coordinator. See the MVRP Foundation website at www.mvrpfoundation.ca for more information.

Designated Metro Vancouver Contact Person:

## **Grant Category**

**Submission deadlines can be** [**found on our website.**](https://mvrpfoundation.ca/funding/george-ross-legacy-stewardship-program/)

Medium Grant ($2,500-$5,000)

Large Grant ($5,000-$10,000)

**B. General Information**

In order to qualify for Large Projects, park partners must be a registered non-profit society in good standing and/or a park association.

Organization Name:

Mailing Address:

City:

Postal Code:

Phone:

Email Address:

Website URL:

Brief Description of Organization:

Society Registration Number:

Date Registered as a Society (dd-mm-yyyy):

Does the society have charitable status? (yes/no):

\*Note: Being a registered charity is not a requirement of either Medium or Large Projects.

If yes, provide Charitable Registration Number:

## **C. Primary Contact**

First and last name:

Title/Position

Mailing Address

City:

Postal Code:

Phone:

Email Address:

Telephone:

## **D. Secondary Contact**

First and last name:

Title/Position

Mailing Address

City:

Postal Code:

Phone:

Email Address:

Telephone:

## **E. Project Information**

Project Title:

Total Amount Requested:

**For large projects only:** If requesting two years of funding, indicate amount each year:

Year One:

Year Two:

Metro Vancouver Regional Park or Regional Greenway which your project will take place:

Proposed Start Date (dd-mm-yy):

Proposed End Date (dd-mm-yy):

Do you have general liability insurance? (yes/no):

Some projects may require this.

1. Project Description:
2. Project Objectives:
3. How will this project benefit the Regional Park/Greenway? How will it contribute to the improvement of the region’s ecological health?
4. How will the funds be used?
5. Provide a project work plan and timeline (e.g. what are the steps to complete project, what is the timeline for each step, who will be doing the work, what other resources do you require):
6. List any organizations that will be involved in this project, and the role they will play:
7. How will you involve volunteers in your project, and how many?
8. Will any long-term maintenance be needed after the project is completed? If so, indicate the maintenance requirements and how you will address them:
9. If you are planning to do follow-up monitoring, please describe your activities.
10. Could this project proceed without the funds from this grant? If not, why not?
11. Do you have funds that you could contribute to this project?
12. How will you acknowledge the contribution of Metro Vancouver Regional Parks Foundation and Metro Vancouver Regional Parks in your advertising, communication, and promotional material?

## **F. Project Budget**

\*Feel Free to attach an excel spreadsheet for easier accessibility

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Expenses | Itemize | Total Cost | Amount Requested | Other sources of funding per expense item, if any | | |
| Contracted Equipment |  |  |  | Cash | In-Kind | Funding Source |
| Supplies & Materials |  |  |  |  |  |  |
| Plants |  |  |  |  |  |  |
| Equipment Rental |  |  |  |  |  |  |
| Admin/Staff Wages (Large grants ony, up to 10% of funds awarded through this program) |  |  |  |  |  |  |
| Other Project Costs |  |  |  |  |  |  |
| Total Expenses: | |  |  |  |  |  |

**Revenue Subtotals**

Cash:

In-Kind:

Funding Source:

**Total Revenue** (Amount Requested + Cash + In-Kind):

**Attachment Checklist**

Each application should have the following:

Current list of Board of Directors and Executive

For incorporated societies, a copy of your most recent financial statement

Any additional supporting documentation that may help to assess your application, including letters of reference, testimonials, site plans, plant lists, or photographs

If you would like someone to review your application before you submit it, or if you have any questions about the process, please contact your designated Metro Vancouver contact person at least two weeks before the application deadline.

Email or mail applications to:

Rachelle McBride rachelle@mvrpfoundation.ca

Metro Vancouver Regional Parks Foundation

6825 Cariboo Rd, Burnaby, BC V3N 4A3

If you have any questions about the application process, please contact your Designated Metro Vancouver Contact Person.

## **G. Certification**

I hereby declare that the information in this application is accurate and complete. I also certify that this application represents a project or initiative endorsed by the organization’s governing body.

Print name of Person Authorized to Sign:

Date (dd-mm-yyyyy):

Authorized Signature: