



# Fullerton Fund Grant Application Form Instructions

The Fullerton Fund exists in order to support community-oriented projects that benefit persons or organizations in practical ways. The fund is administered by the Fullerton Fund Allocation Committee (FFAC) with membership that includes church and community representation. Individuals (from the church or the community) or organizations are invited to submit proposals for a grant by completing this application. The minimum amount of a grant is \$100.

## *Grant application information*

1. Green Timbers Covenant Church is committed to supporting the local community in practical ways. As such, priority will be given to projects that benefit the immediate community surrounding the church.
2. Both one-time projects as well as projects that run for a specified period of time will be eligible for grants.
3. Examples of projects that might be supported by the Fullerton Fund include (but are not limited to): school equipment; support for families in crisis; not-for-profit charity appeals\*.
4. Each application must include a statement of who will benefit from the project and what the benefit will be.
5. A budget that identifies all anticipated costs (materials and/or non-material expenses) must be submitted.
6. A well-developed implementation plan including a project timeline and the identification of the project leader, who will be responsible for the project, must be included.
7. The inclusion of measurable outcomes to assess the project upon completion or at regular intervals for ongoing projects will strengthen the application.
8. It is anticipated that the FFAC will review and evaluate applications four times per year.
9. Upon approval, funds will be forwarded to the project leader either as a one-time payment or on a specified schedule.
10. The project leader will be responsible to submit the Fullerton Fund Project Completion Form to the FFAC within thirty days of completion of the project.
11. The FFAC reserves the right to audit a project and withhold funds if they are not used for the purpose indicated in the application.

Please complete the attached application form. If additional space is needed, attach a separate sheet to the form. Grant applications should be submitted to the following:

Green Timbers Covenant Church  
Attn: Fullerton Fund Allocation Committee Chair  
14219 88<sup>th</sup> Avenue  
Surrey BC V3W 3L5

\*If you require assistance in knowing if your project might be eligible, or in completing this form, please contact Pastor Andy Sebanc at 604-594-7133.



**PROJECT INFORMATION**

**Project Title:**

**Brief Statement of Project:**

**Beneficiary of Project (person or group with number of people to be served by project):**

**Implementation Details:**

**Method to Evaluate Project:**

**Would there be need/opportunity for volunteers from the church to be a part of this program? And if yes, how would you see church volunteers being used. It is not necessary for there to be volunteer opportunity/need in order to receive a grant nor would it be guaranteed that the church would be able to provide volunteers along with the grant.**

**DETAILED BUDGET INFORMATION (Indicate if costs are one-time or on-going)**

<b><u>Supplies and Materials</u></b> (Attach price quotations)	<b><u>Cost</u></b>
<b>Subtotal</b>	
<b><u>Personnel/Labour</u></b>	<b><u>Cost 2</u></b>
<b>Subtotal</b>	
<b><u>Other</u></b>	<b><u>Cost 3</u></b>
<b>Subtotal</b>	
<b>Total Project Costs (one-time or over duration of project)</b>	

Please use the following page to include any additional information.

Additional Information: (Optional)