

# The CFJC-TV BOOGIE THE BRIDGE CHARITY OF CHOICE APPLICATION

Please submit this application and supporting documents to:

e-mail: [admin@boogiebridge.com](mailto:admin@boogiebridge.com)

or drop off at Family Tree Family Centre  
657 Seymour Street, Kamloops ATTN: Susan

All Grant Requests Must be delivered or received by e-mail

**No Later Than September 10, 2017**

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## Applicant Organization:

ADDRESS:

TELEPHONE:

FAX:

CONTACT PERSON:

E-MAIL:

**Federal Charitable Registration #:**  
**(not BC Society #)**

BC Society #:

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## 1. Briefly describe your organization's mission, goals and objectives.

## 2. How many staff do you employ? What is the size of your volunteer pool?

Professional:

Clerical:

Volunteers:

**3. What percent of dollars raised goes to administration/overhead costs (ie the cost to raise a dollar)**

**4. What year was the organization established?**

**5. Is your organization eligible for game funding?**

**6. What is the proposed title for your project/ or vision for how this donation will be used? Future reference will refer to this as 'project'.**

**7. Describe the project and its objectives/outcomes.**

**8. Describe the need the project is to address and who and how many will be served.**

**9. Is this project similar to others in the Kamloops area? If yes, what distinguishes it from the others?**

**10. How will your project benefit people in the region of Kamloops?**

**11. Identify any other sources of income (fundraising, membership fees, personal donations etc.) which will be used to fund this project. Please list the names, and amounts received from these sources. Can also be included as an attachment:**

**12. List other organizations collaborating or partnering with you on your proposed project:**

**13. Why do you consider The CFJC-TV Boogie an appropriate donor to this project and to your organization?**

**14. What types of recognition can you provide Boogie the Bridge if successfully selected as our Charity-of-Choice?**

**15. What does Boogie the Bridge mean to you and what do you know about the Boogie the Bridge Society?**

**16. Has your organization ever participated or registered a Boogie the Bridge Team or volunteered at Boogie the Bridge?**

**17. Project commencement date (if applicable):**

**18. Anticipated project completion date (if applicable):**

### **ATTACHMENTS**

**Please provide the following attachments to your application:**

- 1. Last year's Financial Statement**
- 2. Project Budget, including quotes, if applicable**
- 3. List of Funding Sources (see #11)**
- 4. List of your Board of Directors**

Name	Position

**Please initial that you have attached these**

### **COMMITMENT REQUIREMENTS**

**To be a successful candidate, your organization must adhere to the following criteria:**

- 1. Have enough volunteers or a means to access them.** Your representative will work closely with the volunteer team lead and or other Boogie the Bridge committee members to assist in organizing volunteers, plan Volunteer training night, deliver letters to neighbourhoods on Boogie route, set up for Expo, attend the Friday and Saturday expo day, Boogie day, debrief meeting
  - a. Manual will be provide / to be returned on completion of the 2 year term
  - b. Use your own volunteer base, Boogie Volunteer database, webpage, social media, Volunteer Kamloops, and volunteer email Be available for the third year to mentor the new charity of choice
- 2. Organize the volunteers prior to and on race day**
  - a. Your representative will work closely with the volunteer team lead and or other Boogie the Bridge committee members to assist in organizing volunteers, plan Volunteer training night, set up for Expo, attend the Friday and Saturday expo day, Boogie day, debrief meeting

**3. Have a representative from your organization dedicated to attending all Boogie Meetings – 1 meeting/month with increased frequency 2 month prior to race day**

- a. Meetings typically are 2 hours long and are held in the early evening. If a meeting cannot be attended, the charity volunteer should make arrangements to have a backup staff attend the meeting. An email should be send to [admin@boogiebridge.com](mailto:admin@boogiebridge.com) to inform the Boogie committee of any changes to attendance.
- b. Be available for the 3<sup>rd</sup> year to mentor the new Charity of Choice

Please initial that you will adhere to these commitment requirements

**REPORTING**

**If you are selected as the charity of choice, you will be expected to report out on the following once the project is completed.**

- 1. **Attend the debrief meeting** prepared to discuss the successes and challenges faced along with possible improvements for next year
- 2. **Attend the Boogie the Bridge Sponsorship breakfast (usually held in October) and the Annual General Meeting (usually held in late November/early December)**
  - a. Report out on how the funds were used/will be used – how will/did the project help strengthen community networks between people, neighbors and/or organizations
  - b. If appropriate, share a personal story of how this project impacted or can impact a person or group of people from the community and how has this project contributed to improving our community
  - c. Status of this project after the boogie funds are used – will be project be able to continue
- 3. **Report out if anyone from your organization would be interested in staying on and joining the Boogie team**

Please initial that you will report out as required

**I fully understand the commitments and responsibilities as outlined above and am confident these terms can be met should our organization be chosen as a 2018-2019 Charity of Choice**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name and Position**

***If, for an undetermined reason, your organization is not able to fulfill our funding obligations, commitments and requirements - either prior to or after funding commences - alternate arrangements must be made to the satisfaction of the Boogie the Bridge Society Board. This commitment is for a 2 year period and can be rescinded at any time which could include repayment of funding, including interest.***