

Bobcat Backers Society Funding Request Guidelines

The Bobcat Backers Society is a non-profit group of parent/guardian volunteers whose mission is to fundraise to meet the needs of all students at Bow Valley High School. Money is raised for items in need by the school; to help support and enhance student learning, contribute to their overall health and wellbeing, and support the school community. The Society is licensed and will raise funds from various opportunities, such as Casinos, 50-50 Draws, Bingos, fundraising initiatives, and events. Eligible groups may apply for funding based on need and available funds.

Eligibility Requirements:

- Funding requests are restricted to school-based clubs/organizations and school-based non-profit projects that benefit the student body and the school community of Bow Valley High School in Cochrane, Alberta.
- Projects with one-time capital or service project expenditures, excluding Operating/Administrative costs (ie; salaries, day-to-day expenses, training, insurance, advertising, etc)
- For-profit groups and requests for individuals are ineligible for support.
- Funding cannot be used for deficit financing.
- Preference will be given to projects that benefit the greatest school or school community need.

Application Process:

1. Complete and submit a funding application to the Bobcat Backers Society via email to hello@bobcatbackerssociety.com
2. Within 4 weeks (or sooner), you will be notified by email that your application was received and you will be contacted for further details.
3. All applications will be reviewed by the Bobcat Backers Executive and Society Board Members, and the Bow Valley High School Principal. The final decision will be at the discretion of the Bobcat Backers Society Association.
4. You will be notified by email within 2 months whether you are successful or not.

Application Requirements:

- Complete the application form with the authorized signature
- Most recent organizations financial statements
- List of Board of Directors (if applicable) or Club Organizing Committee
- Project Budget including other sources of revenue
- Quotes for budget items (where possible)
- Any additional project info

Authorization:

If your organization or project is approved for funding, your authorized signature indicates your agreement to comply with the following conditions:

- Funds received will be used only for their intended purpose. Unused funds must be returned. It is the Society's fiscal responsibility to provide accurate accounting of all funds distributed.
- Any amendments must be preapproved by the Society Executive and recorded in the Society Minutes.
- Funds will be expended within one year of the date granted.
- Your financial need must continue to exist and other funding for the same project cannot have been pledged or received.
- Your organization must send us a brief project summary and financial summary by June 15th of each school year, to be including in the Society's year-end reporting

Organization Name:

Organization Address:

Applicant/Representative Name:

Title:

Email:

Phone:

Signature: _____

Date of Submission: _____

BOBCAT BACKERS SOCIETY FUNDING REQUEST APPLICATION

Today's Date: _____

Name of Organization/School Club _____

Primary Contact: _____

Primary Contact Phone: _____ Email: _____

Project Title: _____ Project Fund Request: _____

Project Expenditure Details: (List what items the funds are being requested for and how much)

Total Project Cost: _____ Date of Project expenditure: _____

Has funding been sought elsewhere for these same project costs? YES ___ No ___

If yes, from whom? _____

Organization or Club Mission Statement:

Project/Event Location: _____

Project Description (less than 100 words):

Estimated number of people involved in planning the project/event: _____

Estimated number of people attending or benefiting from the project/event? _____

Estimated age range of those impacted by this project _____

Is this a continuous project? Yes ___ No ___

If yes, what are the long-range plans (less than 25 words)?

How did you learn about the Bobcat Backers Society Funding opportunity?

Please attach the following supporting documents:

- Most recent financial statements
- List of Board of Directors (if applicable) or list of Organization Committee contacts
- Project Budget, including all sources of revenue
- Quotes for budget items (where possible)
- Any additional project information

If you have inquiries, contact bobcatbackerssociety@gmail.com

Thank you for your application!