



## STAFF GIVING BACK TO THE ENVIRONMENT

### Mandate, Funding Criteria and Grant Application Format

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The Whistler Blackcomb Foundation Environmental Fund (WBFEF) is dedicated to providing financial support to registered non-profit organizations whose actions can show a benefit to the natural environment in the Sea to Sky Corridor. Our mandate is to facilitate and grow fundraising efforts to support larger environmental projects with long term results within the Sea to Sky Corridor, as well as to build strong partnerships with community stakeholders.

The WBF Environmental Fund provides support by way of monetary grants annually with a **funding application deadline of June 1<sup>st</sup>**. Funds are raised through the generous voluntary donations from Whistler Blackcomb employees that are in turn matched by the Whistler Blackcomb Foundation, as well as through giving campaigns in partnership with the Vail Resorts EpicPromise program which target donations from Whistler Blackcomb guests. Volunteer support from the Whistler Blackcomb Habitat Improvement Team (HIT) or EpicPromise volunteer initiatives may also be provided if specific criteria are met.

We recognize that a great deal of time and effort can go into drafting a proposal, so please review our [funding criteria](#) below and our requested [application format](#) on the next page before making a submission. Questions about any of this can be directed to Cynthia Buck, WBFEF Chairperson, at [cbuck@vailresorts.com](mailto:cbuck@vailresorts.com).

#### Whistler Blackcomb Foundation Environmental Fund – Funding Criteria:

(see next page for proposal requirements and submission format)

- We are dedicated to the support of registered non-profit organizations who are qualified donees under the Canada Income Tax Act and whose activities provide benefit to the natural environment in the Sea to Sky Corridor.
- All project descriptions need to clearly outline the benefit to the natural environment and what care will be taken by the fundees to ensure the success of the project.
- Projects should be focused primarily on direct action to protect and enhance the natural environment. Emphasis is on active campaigns, rather than mainstream education or scientific research projects.
- Projects should be quantifiable, with specific goals, objectives and action plans and should include a measure and schedule for evaluating success. We would like to see a tangible benefit to the environment within two years of project completion.
- The WBF Environmental Fund typically supports projects' capital assets such as land, planting and restoration supplies, equipment, interpretive signage and building materials, although this does not preclude funding of some programs well-suited to our mandate.
- Funding emphasis cannot be on general operating expenses or staff payroll.
- It is preferred that projects be completed within the season when grants are received (i.e. summer restoration work). If this is not feasible, the project should see closure or significant measurable results over a fairly short term (one to two years). Timelines for completion of the project should be included in the funding proposal and will be monitored for completion upon granting of funds.
- All fundees will be required to follow up within 6 months of receiving funding with a Project Completion Summary including monies spent, variances in allocation, photos and project achievements.
- Groups receiving funding must provide public recognition of the grant received from the Whistler Blackcomb Foundation Environmental Fund within 6 months of receiving funding (such as a plaque, memo in local newspaper, notice of appreciation, etc.)
- When deciding on valid projects the Selection Committee will look at the entire project scope to understand its overall impact on the environment and our community. Only projects with a proportionately positive impact will be funded.

## WBFEF Application Format:

### 1) Project Summary (1 page max)

- Title of project
- Name of organization
- Project summary (150 words or less)

### 2) Organization (1 page max)

- Name of organization, year established, and mailing address
- Registered Tax Charity BN#
- Name of contact person
- Contact phone number, fax, e-mail and website if applicable.
- Brief history of organization including objectives, number of members and description of membership requirements and restrictions, organization type (e.g. society, charitable organization, government entity) and a summary of income and expenses for the previous fiscal year. Please describe the revenues from all sources and indicate how funds are managed and used to support your program.
- Please identify if the WBFEF has offered support to your organization in the past. If so, how much and for what? Please, include the year of support.

### 3) Project (2 pages max)

- Details of project, including schedule for completion
- Total dollar amount requested
- Description of how the project benefits the natural environment
- Details of evaluation plans to measure the success of the project and follow-up plans

### 4) Project Budget (1 page max)

Please outline how a WBFEF grant would be allocated, including expenses, quotes, and the following if applicable:

- Overhead (i.e. rentals, equipment or supplies, services)
- Costs for construction or building materials
- Breakdown of volunteer hours available
- Request for volunteer hours from Habitat Improvement Team or EpicPromise Week (early September)
- Any form of donation in-kind
- Any direct contributions by the applicant or from other sources
- Please identify if you have applied for funding for this project by another organization and, if so, for what amount? Also, indicate when you expect to hear about the outcome of that request. (Please keep us updated as you are informed.)

What would it mean to your program if the WBFEF did not provide funding? What other avenues would you pursue?

### 5) Other (1 page max)

Please identify how you would recognize or promote the WBFEF's support of your program (e.g. plaque, signage, media release, social media promotion, newsletter or other).

References are useful but not mandatory. You may provide up to three references familiar with your project and include the organization they are affiliated with, the name of the contact person, and their contact information.

**Do not exceed 6 pages.**

**Deadline for submissions is June 1, 2020.**

Please send your submission to:  
Cynthia Buck  
WBF EnviroFund Chairperson  
P: (604) 938-7364  
[cbuck@vailresorts.com](mailto:cbuck@vailresorts.com)

**Mail to:**  
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Whistler, BC  
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