



**PARKS AND
RECREATION
FOUNDATION
of VICTORIA**

633 Pandora Street
Victoria, BC V8W 1N8
Phone: (250) 383-7285
Fax: (250) 361-0385
Email: info@prfvictoria.ca
Web: www.prfvictoria.ca

PARKS AND RECREATION FOUNDATION OF VICTORIA GRANT SUBMISSION

How to Apply For a Grant

Submit a Letter of Interest outlining your proposed project and the funding required. Your organization will be notified whether or not more information is required.

Criteria for the Letter of Interest:

- o Organization name, address
- o Executive Director and contact person
- o Phone and fax numbers
- o Web and email addresses
- o Charitable registration number
- o Brief description of your organization

Description of the proposed project

- o Project title
- o Community impact and who will benefit from this project
- o Amount requested and total budget
- o Start up and completion dates
- o Specific details on how the funds will be used - specific items covered by funds from the Parks and Recreation Foundation of Victoria
- o Describe your involvement and collaboration with other agencies and in-kind contributions in this project
- o How will you recognize funding from the Parks and Recreation Foundation of Victoria?

When submitting your Letter of Interest please send an electronic copy to: info@prfvictoria.ca and a hard copy to:

Parks and Recreation Foundation of Victoria
633 Pandora Street - Victoria, BC - V8W 1N8
Telephone: (250) 383-7285 - Fax: (250) 361-0385

A member of the Board of the Parks and Recreation Foundation of Victoria will contact you by phone, email or in writing regarding consideration of funding for your project.

Guidelines:

Projects must primarily benefit and enhance the parks system, community leisure services or recreation services within, but not restricted to, the City of Victoria.