

# The TLC Fund for Kids Grant Application Guidelines

The TLC Fund for Kids is a non-profit funding program established in 1998 by The Q and The Zone radio stations. The TLC Fund for Kids provides grants to aid in the wellness and quality of life for children ages up to 18 years of age on Southern Vancouver Island. ...because every child needs a little T.L.C. For more information, please visit [www.tlcfund.ca](http://www.tlcfund.ca)

**\* The TLC Fund for Kids reserves the right to change or modify these guidelines on a case by case basis.**

## Consideration

The TLC Fund for Kids considers the social & economic barriers facing the individual or organization when determining the funding request. To help manage the increased demand & to ensure fair distribution of funding, the following screening criteria will be applied:

- Grants are accepted for the benefit of children & youth under 18 years of age & on Southern Vancouver Island only.
- As resources allow, first time applicants will receive priority for grant funding
- Returning applicants will be considered on an individual basis, as funding permits. No Guarantee of funding on a yearly basis.
- Low-income guidelines are used in determining eligibility
- The board looks favorably on individuals, groups and organizations that are proactive and can supply us with information on other fundraising efforts, monies raised thus far, applications to other organizations and past successes. Try and be as specific as possible as to how the money helps kids and how.

## Eligibility

- Children on Southern Vancouver Island up to 18 years are eligible to apply for a grant
- Grants are to be used for payment of approved programs / products / services only, not capital expenditures.
- Administration, Transportation, Salaries, Office Supplies and Rent are not eligible expenses
- Only one application per calendar year may be submitted
- It is the responsibility of the Organization / Parent/Guardian/Adult Sponsor to ensure the application is complete and submitted to The TLC Fund for Kids.
- Incomplete applications may be returned
- Combined family income includes income from all supporting family members

## Grant Distribution

- Once the completed application is received and if approved by The TLC Fund for Kids a cheque will be sent to the organization. If the applicant is an individual or on behalf of an individual the cheque will be sent directly to cover the costs of the product or service being funded, ex. If a child is in need of special needs equipment the cheque would be sent to the company who is providing it and not the individual parent or guardian.
- The TLC Fund for Kids will only issue funds to a recognized company, organization or account that has been set up for the family at a recognized banking facility. This may need verification.
- Please keep a photocopy of the application for your records
- Please allow a minimum of 60 days for review of application; processing time will vary depending on the availability of funds

## Adjudicator - Section 5 (*Please read carefully*)

- In some cases an adjudicator being appointed is a necessary step in the TLC Fund for Kids application process. Generally if the applicant is an individual applying on behalf of their own family or someone they know, an adjudicator will be required. The Adjudicator acts as an objective third party that is familiar with the child's family and is in a professional position to assess the social and economic barriers facing the family.
- An Adjudicator can be a professional in social work or family services, a school principal or counsellor, a lawyer, accountant, law enforcement officer, or a registered physician.
- Adjudicators, other than those listed, may be considered if a written letter from the potential Adjudicator outlining the financial need of the family is included with the application
- Family members are not accepted as adjudicators

## Application Approval

- Notification of status of the application will be sent to the Organization or Individual applicant as soon as a decision is made.
- The grant must be used for whom the grant was approved; no portion of the grant may be transferred to another party.
- The grant must be used for the agreed upon intended purpose unless otherwise approved by the TLC Fund for Kids Board of Directors.
- The TLC Fund for Kids reserves the right to request a proof of performance to ensure funds have been used as approved. All those who apply and receive funding should be prepared to answer questions regarding their use of funds.

## Privacy / Confidentiality

- The TLC Fund for Kids respects your privacy. We never sell, trade or loan your information to any other organization. Information provided in this application is being collected for the purpose of administering The TLC Fund for Kids.
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# APPLICATION FOR FUNDING

*Because every child needs a little Tender - Loving - Care*

Benefiting children 18 and under from Southern Vancouver Island - Please read the guidelines carefully

Date: \_\_\_\_\_

## Applicant Information

Name of Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever received funding from the TLC Fund? YES \_\_\_ NO \_\_\_

If yes, date \_\_\_\_\_

## Demographics of Population to be Served

1. Age of Children Served \_\_\_\_\_

2. Primary Geographic Area Served

- Sidney
- North Saanich
- Central Saanich
- Victoria
- Colwood
- Sooke
- Langford
- Metchosin
- Esquimalt
- Oak Bay
- Saanich
- View Royal
- Mill Bay
- Highlands

## Financial Synopsis

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1) Are you requesting funding for an existing program you offer, or for a brand-new initiative?

2) Have you approached any other granting agencies for funding? Or other resources? \_\_\_\_\_  
If so, which ones and for how much money?

3) Have you done any other fundraising? \_\_\_\_\_  
If so, how much money have you raised? Please describe your fundraising efforts.

4) How much money are you requesting? \_\_\_\_\_

**Please provide a budget breakdown of where the money will be allocated**

## Organization or Individual Profile

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5) Purpose of funding request (1 - 2 sentences)

6) Current Programs - Please provide a brief description of any current programs your organization is involved with. *If you are an individual applying on behalf of a child*, please provide additional information on the needs of the child and current family situation.



## Additional Information

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