



BC Federation of Fly Fishers

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APPLICATION FORM BCFFF GRANT

To provide a consistent format we request that the forms be submitted as follows. The first page will be basically a **title page** with a very broad outline of the request. The second page will provide **details of the project**. The third page will deal with **project management**, that is, the small details with respect to delivery of the project. The suggested format follows:

Page One: Title page

1. Descriptive title of the project. May include what is being done and location.
2. Name of the sponsoring club (or member).
3. Contact information for the manager/chairman of the project: name, phone numbers, mailing address, email address.
4. Contact information for a backup person.
5. Name(s) of co-sponsors or supporters (and contact information of principles).
6. Description of the project (general).
7. Location of the project (general).
8. Objective/goal of the project.
9. Proposed start and end dates.
10. Amount of funds being requested.

Page Two: Project description

1. Detailed project description
 - a. Project location (very specific)
 - b. What does the project plan to do?
 - c. How will it accomplish that?
 - d. What is the timeline?
 - e. How will the funds be used?
2. Associations assisting with the project
 - a. Names of cooperators, or sponsors (contacts, phone numbers)
 - b. Roles of associates, responsibilities
 - c. Total contributions/costs for project, and how calculated?
 - d. Endorsements for the project.
 - e. Professional evaluation of the project (ie. biologists, managers, etc)

Page Three: Project Management

1. Name of co-ordinator/manager. Contact information
2. Requested amount and timing of grants (one payment/staged payments)
3. Regulatory approvals obtained (or required) for the project.
4. Description of liability plan: insurance, safety planning
5. Recognition of BCFFF contribution: signage, newsletter, etc. how to be done?