



Four Rivers Co-operative Community Support Fund 2024 Program Guidelines





Disclaimer:

The information outlined in this guideline’s booklet is to provide general information on the Four Rivers Co-operative Community Support Fund. Please note that the information featured is subject to change. To ensure you have the most up-to-date information, please visit www.fourrivers.co-op.crs or call 250-567-4414.

General Contact Information
 mainoffice@fourrivers.crs

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 Vanderhoof, British Columbia
 V0J 3A0
 Phone: 250-567-4414
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ABOUT US

Four Rivers Co-operative is a dedicated, community-focused business that has been serving our members and customers for over 80 years. We provide essential, high-quality products and services that help build, feed, fuel, and grow our local communities. With a rich history and a commitment to our values of Responsibility, Integrity, Service, and Excellence, we have experienced remarkable growth.

Today, we serve 16 diverse communities across northern British Columbia, covering a vast area of 923 km from east to west and 699 km from north to south. We currently operate 33 locations, stretching from Kitimat in the west to Valemount in the east, Lovell Cove in the north, and 100 Mile House in the south.

As a co-operative, we are a different kind of business. We believe in locally sourced products, investing in our community, providing exceptional careers, and supporting non-profit organizations, charities, and groups to help others here at home. With 40,000 members and growing, each year a portion of our profits is returned to our members based on how much they shop with us and how well our business performs. Our members also gain equity, which grows over time.

We are locally invested, community-minded, and offer lifetime membership benefits. We are Co-op!

You're at home here.



Community Support Funds Program Overview

In 2016 we developed the Four Rivers Co-op Community Support Fund that offers one-time, significant capital funding to registered charities, non-profit organizations and community groups that depend on fundraising to complete or start their projects as well as upgrade their facilities and services. This program is focused on capital funded projects.

Originally, our Community Support Fund provided up to **\$100,000** in funding. However, with our recent growth and expansion, our Board of Directors increased the funding to **\$150,000** effective 2023. This adjustment allows us to support more organizations within our trading area that focus on enhancing the quality of life in our communities by improving community-identified needs such as activity, health, security, recreation, and connection. Creating the vibrant and healthy communities in which we live, play, work and grow in.

As of 2023, we have allocated \$1,015,699 to over 108 groups since the program began.

What is Capital Funding?

Capital funding for organizations refers to financial support specifically designated for significant investments in infrastructure or assets. This type of funding is used for projects that involve substantial, long-term expenditures, rather than for routine operational costs or day-to-day expenses. Examples of capital funding include:

- **Building Construction or Renovation:** Funding for the construction of new facilities or the renovation of existing ones, such as community centers, shelters, or offices.
- **Equipment Purchases:** Funding to buy large or specialized equipment needed for the organization's operations, such as medical equipment, furniture, commercial appliances, and more.
- **Major Upgrades:** Funding for significant upgrades to existing facilities or infrastructure to improve their functionality or capacity.

Capital funding is typically used for projects that have a long-term impact and contribute to the organization's ability to deliver its services more effectively. It helps charities, non-profits and groups build or improve their physical assets, which can enhance their ability to serve their community and achieve their mission.





Funding Amount

\$150,000 in capital funding is available to registered charities, non-profit organizations and community groups.

Application Timeline

Application Open	September 15, 2024 at 8:00 AM PST
Applications Closed	November 14, 2024 at 5:00PM PST
Applications Reviewed By	The weeks of November 17 - 29, 2024

Eligibility

1. Preference will be accorded to Canadian charities and societies that are registered with the Canadian Revenue Agency (CRA).
2. Provide essential services that enhance the quality of life by improving community-identified needs such as activity, health, security, recreation, and connection.
3. Your project must be located within the Four Rivers Co-operative trading area, which extends from Kitimat to Valemount (east to west) and from Lovell Cove to 100 Mile House (north to south). Please refer to our trading map on page (9).
4. Your capital project(s) fit into the following categories:
 - **Facilities:** Construction materials needed for new facilities, as well as upgrades, renovations, or maintenance of existing structures. Examples are lumber, lighting and plumbing fixtures, flooring, paint, and other building supplies.
 - **Community Infrastructure:** This pertains to the development of public amenities that enhance the quality of life and community health. Examples are public bathrooms, shelters, storage units, benches, greenhouses, water treatment systems, cultural art installations, and educational or recreational structures.
 - **Equipment and Fixtures:** essential equipment that supports your organization's operations and benefits your community's well-being Examples include medical equipment, commercial kitchen appliances, event supplies, snow blowers, lawn mowers, shelving units, plumbing fixtures, furniture, small appliances, and sporting or recreational gear.





Ineligibility

1. Operational expenses. Costs associated with the day-to-day operations of the organization.
2. Individual self-interest.
3. Third party fundraising campaigns.
4. Religious organizations such as churches, places of worship or establishments primarily focused on religious practices.
5. Groups that could or will have a negative social and/or environmental impact.
6. Organizations, programs, or projects that do not reflect Four Rivers Co-operative's Mission and Values, or that involve a conflict of interest.
7. Federal, Provincial, or Municipal government agencies, city councils, school districts, and other governmental funded bodies.
8. Organizations whose main objective is to generate profit.
9. Organizations that have received funding from Four Rivers Co-operative's Community Support Fund in the previous year.

How to Apply

Applications may be submitted either via email, direct mail or online. To apply online or to download a PDF application form, please visit the COMMUNITY page located in the MORE section of our website at www.fourriversco-op.crs.

Completed application forms, along with any supporting documents, can be submitted to the nearest Four Rivers Co-operative branch, emailed, or sent to the following address:

Four Rivers Co-operative
PO Box 560
188 East Stewart Street
Vanderhoof, BC V0J 3A0
Fax: (250) 567-4355
Email: Maegan.woods@fourrivers.crs





Selection Process

The deadline for applications is November 15, 2024 at 5:00pm.

Late submissions may not be reviewed or could be rejected, and applications that are incomplete will not be considered.

Applications submitted within the application period, meet all eligibility criteria, and include a comprehensive project outline will be reviewed by the Four Rivers Co-operative Board of Directors during the weeks of November 17 to November 29, 2024.

Successful applicants will receive notification of their funding status before applicants who were not selected for funding. This process may take 4-6 weeks after review.

Distribution of funds will occur after the required Funding Contractual Agreement is signed between the Chief Executive Officer of Four Rivers Co-operative and the successful applicant.

Project Completion

Approved and selected organizations are required to provide regular updates and submit a final report within three months of project completion. This report should outline how the funds were utilized and the impact of the project on the community. It is recommended that the report includes:

- A detailed explanation of how the funds were utilized and the project's impact on the community.
- Photos illustrating the project's progress or final results.
- Receipts documenting all relevant expenses

Regular check-ins will be conducted to monitor progression.





Acknowledgement of funds

Organizations that are approved and selected are required to acknowledge and recognize the funds allocated using one or more of the following methods:

- Billboard advertisements, signs, posters, or banners
- Announcements on radio or news outlets
- Features in internal or external newsletters
- Posts on social media platforms
- Digital media and online platforms

Digital assets for recognition can be provided by Four Rivers Co-op.



The Garage - Terrace, BC
 February 14 '23
 Amanda Takora (President) and Sharon Bandstra (Executive Director) from The Garage Community Space Society gratefully received a cheque of \$10,000.00 from Four Rivers Co-operative. This generous donation came from their annual community support fund. The Garage Community Space Board thanks Four Rivers Co-operative very much for their support and assistance! We are beginning the process of designing a kitchen for The Garage. Having a kitchen at The Garage will enable us to b... See more



Quesnel Technics Gymnastics Club
 January 6, 2023
 We want to give a huge thank you to Co-op Four Rivers. With this grant we can update our stereo system to technology from this century! The kids will love being able to hear their music clearly and the coaches will be able to have music in all of our rooms! 🎧🎶🙌
 Thank you!!
 Four Rivers Co-operative COMMUNITY SUPPORT FUND
 We received \$3,200!
 Stay tuned what we are getting for the gym!!
 Quesnel Technics Gymnastics Club



Contact information

For additional information, questions or assistance, please email or contact:

Maegan Woods
 Marketing and Member Relations Coordinator
 Email: Maegan.woods@fourrivers.crs
 Phone: (250) 567-4414
 Toll Free: 1 (877) 567-4414



