

**The Dr. Michael Smith Science Fair Endowment (MSSFE)**  
science | technology | engineering | mathematics | innovation | entrepreneurship

## **Grant Application Package**

### **Contents:**

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### **Timeline:**

**Applications open October 1st**

**Deadline for Applications August 1st**

**All applicants will receive notification by November 15<sup>th</sup>**

**All applications for grant assistance must be submitted electronically to**  
**[dr.mssfe@gmail.com](mailto:dr.mssfe@gmail.com) or in writing by surface mail to:**

**The Dr. Michael Smith Science Fair Endowment**  
**Secretary**  
**P.O. Box 72067**  
**31 – 4429 Kingsway**  
**Burnaby BC V5H 4P9**  
**Canada**

## Eligibility for Dr. Michael Smith Science Fair Endowment Grants

To be eligible to receive a grant, an **organization** must:

- Be a qualified donee under the Canadian Income Tax Act with a charitable number or partnering with a registered charity for the purpose of this application.

See: [www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfddns-eng.html](http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfddns-eng.html)

- Submit a proposal for a Science, Technology, Engineering or Mathematics (STEM) event or program with various supporting documents that outline and support:
  - a. A STEM event or program that shares the MSSFE Aims and Purposes. See: [www.mssfe.ca](http://www.mssfe.ca);
  - b. That the event or project will enable educators and students to build capacity, learn and explore, and/or transfer knowledge and learning to others.
- Submit a budget for the proposed STEM event or program, including all revenue sources and expenses;
- Submit all required forms and documentation within the deadlines stated, no exceptions.
- Submit a follow-up report at the completion of the project and not later than July 30<sup>th</sup> of the following year.

Please note that individuals are not eligible for grants from MSSFE

## Projects Eligible to be Funded

We seek to fund STEM events and programs that:

- Promote and foster interest in STEM amongst the youth of British Columbia;
- Provide resources that will encourage and motivate students to continue their education and to pursue careers in BC's science and technology industries;
- Provide travel assistance for students or teachers to attend Science Fairs and STEM events
  - The student or teacher must be enrolled at a British Columbia secondary school and be selected to attend the national or eligible international Science Fair or STEM event;
- Provide professional development and training workshops that enable educators to build capacity, learn and explore, and/or transfer knowledge and learning to others;
- Have a track record / experience within the Proposer's committee in administering such grant funds / organizing such events;
- Indicate a clearly defined method of evaluation of the project's effectiveness;
- Have a measurable and sustainable impact on the number of students involved;  
Have support in the local community of teachers, parents and students;
- Provide realistic plans for longer term funding if the project is to continue.

We do not fund programs and projects that include:

- Expenses incurred prior to the application;
- Fundraising expenses;
- Political, religious or commercial activities.

## MSSFE Application Summary Form

<b>INFORMATION ABOUT YOUR ORGANIZATION</b>			
Legal Name of Organization			
Registered Charity BN/Registration Number			
Charity Associated with MSSFE?		Yes	No
Registered Not-for-Profit Organization?		Yes	No
Telephone	E-mail	Website	
Mailing address	Street	City	Postal Code
Address of financial office (if different from mailing address)			
<b>INFORMATION ABOUT YOUR PROPOSAL</b>			
Funds requested: Amount \$		Fiscal Year End	(mm/dd)
Program, Service or Purpose for which funds are requested. How long has your organization delivered this program?			
Keywords describing the Program, Service or Purpose (five words maximum)			
If the proposed Program, Service or Purpose specifically targets a particular under-represented group in the Science, Technology, Engineering or Mathematics fields, check as appropriate:			
<input type="checkbox"/>	Aboriginals	<input type="checkbox"/>	Females
<input type="checkbox"/> Other (Specify):			

<b>INFORMATION ABOUT THE APPLICANT FROM YOUR ORGANIZATION</b>	
Name	Telephone
Title	Fax
E-mail	
<b>Board of Directors' Contact Person</b>	
Name	Telephone
Title	Fax
E-mail	
<b>APPLICANT'S SIGNATURE</b> I hereby undertake that a report on the use of the funds shall be delivered to MSSFE before the end of the month of July following the date of grant:	Date
<b>APPLICATION CHECKLIST</b>	
MSSFE Application Summary Form	<input type="checkbox"/>
Application – Description of the Organization and its Activities (maximum one page)	<input type="checkbox"/>
Board of Directors List	<input type="checkbox"/>
Annual Report of the Organization	<input type="checkbox"/>
Program Budget with Budget justification	<input type="checkbox"/>
Financial Statements of the Organizations	<input type="checkbox"/>
Organization Budget for next fiscal year	<input type="checkbox"/>

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Secretary  
P.O. Box 72067  
31 – 4429 Kingsway  
Burnaby BC V5H 4P9 Canada**

## Proposed Budget for Project Application for MSSFE Grant

	Description	Budget	Pending/ Confirmed
<b>Sources of Funding</b>			
Federal Government			
BC Government			
Municipal Government			
Corporate Organizations			
Foundations			
Private Sector			
Organization Support			
Other Sources			
<b>Total Funding:</b>			
<b>Expenses</b>			
Administration			
Clerical Support			
Publicity/Promotion			
Office Rent/Lease			
Printing/Copying			
Materials/Supplies			
Travel			
Other			
Other			
<b>Total Expenses:</b>			
<b>Volunteer Hours expected</b>			

## MSSFE PROJECT REPORT FORM

### Section A: General Information

<b>Legal Name of Organisation:</b>	
<b>Registered Charity BN / Registration Number:</b>	
<b>Project Title:</b>	
<b>Keywords:</b>	
<b>Report covers period:</b>	
<b>From:</b>	<b>To:</b>
<b>Grant Amount awarded by MSSFE: \$</b>	

<b>Project manager / Grant Contact:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>E-mail:</b>
<b>Board of Directors' Contact Person:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>E-mail:</b>

### Section B: Your Project, its Outcomes and Impact

<b>The Project:</b>
Describe any substantial changes made to the Goals and Objectives of the Project stated in the grant application and the reason(s) for the changes:
Describe the key activities undertaken and the resources you provided (e.g. professional development & training workshops; STEM events; etc), with a timeline:

List your community partners and their roles in implementation of the Project:

How has the Dr. Michael Smith Science Fair Endowment's support been acknowledged?

**The Outcomes:**

What was achieved?

How many people were involved (a) as students; (b) as teachers and other participants?

How did you measure & evaluate the Project's effectiveness?

**The Impact:**

What effect has the Project had on the students and on the other participants?

**The Future:**

How will the impact of the project be sustained?

What plans does your organisation have for longer term funding to support similar projects?



## Section C: Financial Summary

	Description	Budget	Received
<b>Funding:</b>			
	Federal Government		
	BC Government		
	Municipal Government		
	Corporate Organizations		
	Foundations		
	Private Sector		
	Organisation Support		
	Other Sources		
<b>Total Funding:</b>			
<b>Expenses:</b>			
	Administration	<b>Budget</b>	<b>Actual</b>
	Clerical Support		
	Publicity/Promotion		
	Office Rent/Lease		
	Printing /Copying		
	Materials/Supplies		
	Travel		
	Other		
	Other		
<b>Total Expenses:</b>			
<b>Volunteer Hours Provided:</b>			