

## How to Apply for a Grant

The South Cariboo Community Enhancement Foundation offers grants to charitable organizations performing worthwhile projects to enhance the quality of life in the South Cariboo.

### Eligibility

Community organizations, which are registered charities or qualified donees under the Income Tax Act, are eligible to apply for grants from the Foundation.

Organizations that are not registered charities or qualified donees under the Income Tax Act can be eligible to apply for grants from the Foundation by partnering with an agency in the community that is a registered charity. The registered charity must:

- a) agree to have their charitable registration number used on the application;
- b) accept any flow-through funds on behalf of the applicant; and
- c) provide a letter from the registered charity stating their agreement to the grant application. The letter must be included in the application.

An organization can apply once per grant cycle.

Grants are not made to individuals or businesses

Organizations must demonstrate effective management and fiscal responsibility.

### Grants and Amount

- **Grant Cycles:** Applications are accepted during the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). The SCCEF Board will determine when, during the year, applications will be reviewed and funding granted.
- **Grant Amounts:** Amount for a project to be completed within a year of receiving funding.
- **Withhold:** 10% of the grant amount is withheld until after grantee has submitted Final Report.

### What We Fund

Funding is intended to cover projects that are incremental to an applicant's core operations and are carried out over a specific timeframe. Projects considered for funding will encompass one or more of the following themes:

- Education
- Sports and Recreation
- Social Services
- Arts and Culture
- Local Environment

The South Cariboo Community Enhancement Foundation supports a broad range of projects that encompass one or more of the following characteristics:

- provides a service to the community,
- approaches a community challenge in an innovative fashion
- strengthens the social, cultural, and/or environmental structure of the community

The Board seeks initiatives which will:

- enhance the community structure
- involve individuals, groups and organizations in the community
- recognize the abilities, skills and resources that exist in the community
- respond creatively and effectively to local problems and challenges
- collaborate, facilitate and cooperate for the benefit of the community
- strengthen the social networks within the community and the commitment of its members to care for one another
- build on the community's social capital and civic vitality

The South Cariboo Community Enhancement Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which Grant applications will be assessed against the specific criteria:

### **Community Focus**

- **Organization's Mission and Mandate:** The project fits the mission and mandate of organization.
- **Evidence of Need:** The project application provides evidence of or clearly explains the need for the project.
- **Collaboration & Partnership:** The project involves partnership and collaboration with at least one other partner within the community.
- **Utilization of Local Resources:** The project emphasizes and utilizes the skills and resources that exist in the community including using, enhancing, mobilizing or expanding the skills capacities and assets of local people.
- **Reach:** The project outcomes will be widely accessible to all members of the South Cariboo, or to a number of the members of a specific community within the South Cariboo.
- **Appeal:** The project would be seen by the community to be of value to the larger community or to a smaller community within it.

## Feasibility

- **Plan:** The project plan is well-defined and detailed with clear timelines. The concept is well developed with concrete, time-limited aims and objectives.
- **Staff and Volunteer Capabilities:** The expertise of the staff and/or volunteers is well-suited to the project.
- **Budget:** Reasonable & realistic amounts have been requested for activities proposed.
- **Funding Sources:** The budget lists at least one other confirmed funding source or in-kind contribution\*, or demonstrates how the applicant will cover the funding shortfall while still demonstrating financial need.

## Achieving Results

- **Performance Measures:** The project application describes the way the project success will be evaluated.
- **Impact:** The extent to which a project will benefit a target population group or an environmental area will be clear.
- **Value for Money:** The project will realize a significant result with a moderate amount of funding (grants are generally \$2,500 or less).

## Ineligible Requests

Projects cannot be considered eligible if:

- funds requested are an organization's usual operational or core expenses (e.g. heat/lighting/rent/existing staff salaries)
- funds are for any expenses which predate the current grant cycle
- funds are used to cover deficits, retire debts or mortgage payments
- funds are to provide for or establish endowments
- funds are used for religious organizations that serve primarily their membership and/or for direct religious purposes
- funds are for major capital construction or major renovations
- funds are used for travel costs for team or club sponsorships
- funds are part of an annual fund drive
- the project duplicates services provided by other organizations
- school construction, including playground equipment improvements or additions to land property which might revert to private ownership

## The Application Process

Upon receipt of the completed application, the project will be reviewed by the Board of Directors or a selection committee.

*Completed application form is to be submitted by email to [info@sccef.org](mailto:info@sccef.org)*

## After the Grant has been Approved

- A “giant” cheque will be presented publicly. The actual cheque will be given to the charity sponsoring the grant and 10% is withheld from the grant amount until after the final reporting over use of the funds is submitted. This is usually no more than one year from date of the grant.
- The support received from the South Cariboo Community Enhancement Foundation will be publicly acknowledged by the applicant in information, advertising and public events.
- A final evaluation report on the project will be submitted to the South Cariboo Community Enhancement Foundation within one year of receiving grant funding. After receipt of this Final Report the final 10% of the grant is released to the grantee.

## Additional Information

The South Cariboo Community Enhancement Foundation's grants are comprised of income earned by endowments established by individuals, families, businesses, donor organizations and by fundraising events.

A donor may choose a favourite charitable organization to support or stipulate the field of interest. The earned income from these funds will be directed to the identified organization without competition.

The Treasurer of the Foundation determines the amount of funds that are available for distribution, makes recommendation to the Board of Directors who authorize the distribution by the grant funding.