

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 contracting with the District of 100 Mile House or the Cariboo Regional District. The application must include a letter from the District of 100 Mile House or the Cariboo Regional District including their agreement to have their charitable registration number used on the application and acceptance of any flow-through funds on behalf of the applicant.

An organization can apply once per grant cycle. Applicants are eligible for funding for the same program two times in a five year period.

Grants are not made to individuals or businesses

Organizations must demonstrate effective management and fiscal responsibility.

Grant Cycle

- **Grant Cycles:** There is one granting cycle per year.

The Cycle starts in September with a Request for Letter of Intent to be submitted by October 31. Shortlisted applicants will be informed in December with a request to submit a proposal. Proposals are to be submitted by February 15. Successful applicants will be informed by the beginning of April.

Approved funding will be received by the end of April. There will be a 10% hold back of funds which will be provided to the grantee on submission of the evaluation at the end of the project.

- **Regular Grant:** Is for projects to be completed within the fiscal year April to March and will be in the amount of \$500 to \$2,500.

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

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
- strengthen 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 to apply funding.

Criteria:

Grant applications will be assessed against the following criteria:

A. Community Focus Factors: 45%

- **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 the members of community of 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.

B. Feasibility Factors: 25%

- **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.

C. Achieving Results: 30%

- **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 less than \$2,500).

*In-kind contributions may include contributions of services, materials or equipment but is not generally considered to include volunteer labour unless provided by a third-party organization.

The SCCEF has the final discretion on the application of these criteria.

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 funds are used 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
- costs that are not incremental to existing organizations

The Application Process

There is a two-stage process for the submission of grant applications.

First Stage: Letter of Intent Form

The letter of Intent is the first step in applying for a grant and it allows the Foundation to screen for basic eligibility. With this document, the Foundation is able to assist applicants in preparing and completing the more detailed application form.

Letters of Intent must arrive at the South Cariboo Community Enhancement Foundation office by the deadline date or the closest working day after the deadline date it falls on a weekend or holiday. Letters of Intent received after these deadlines will be not be considered.

Second Stage: Grant Application

If the letter of intent meets the Foundation's guidelines, the sponsoring organization will be sent a Grant Application Form to be completed electronically. Upon receipt of the completed application, the project will be adjudicated by the Grants sub Committee.

The Grants sub Committee recommends the successful projects to the Board of Directors who in turn makes the final decision.

Electronic application must be received by 4 pm of deadline date or the closest working day after the deadline date if it falls on a weekend or holiday. Applications received after these deadlines will not be considered

Application Deadlines

Deadline for Letters of Intent:
October 31

Deadline for completed applications:

Feb 15

After the grant has been awarded:

- The support received from the South Cariboo Community Enhancement Foundation will be publicly acknowledged by the applicant.
- The SCCEF reserves the right to review media releases related to the approved project and include the approved project on the SCCEF website and other communication and marketing materials.
- A final report on the project will be submitted to the South Cariboo Community Enhancement Foundation (refer to evaluation template).

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 favorite 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 grants committee.