

# Community Foundation of Swan Valley Grant Policies and Guidelines

## Overview

The Community Foundation of Swan Valley Inc. (CFSVI) is fortunate to have generous donors over the years who have established funds with the Foundation. These funds are invested to support annual grants, approved by the Foundation, to address significant community needs identified by other charities, not for profit groups and non-profit groups.

The grants are intended to improve the overall quality of life for everyone in our community. Applications are received at such times as determined by the Board and reviewed by a Grant Committee with final approval of successful applications made by CFSVI Board of Directors.

## Process

Each applicant must complete and submit the Grant Application form, and provide all required information listed on the form to CFSVI at such times as determined by the Board. Failure to provide all requested information in the specified format may result in the application being rejected. Mailed applications must be clearly postmarked by the deadline date.

All grant approvals will be made at such times as determined by the Board.

All applications are considered by CFSVI based upon their merit in relation to the grant criteria and available funds. CFSVI will review all qualified applications received, conduct interviews of representatives of the applicant, if necessary, consider such other information as the members may consider reasonable, and may set terms and conditions on any grants awarded.

One application per organization per twelve-month calendar period.

Organizations that have previously received funding from CFSVI and that have not completed the formal reporting requirements will not be considered for additional future funding. Generally, projects receiving grants from Donor Advised, Designated or other Funds will not be eligible for additional funding from unrestricted funds, at the discretion of the Board.

Keep in mind; if you have any questions or concerns regarding your project or application please contact Donna Martin, Executive Director, 204-734-9129 or [cfswanvalley@gmail.com](mailto:cfswanvalley@gmail.com) for more information.

## Criteria

In order to maximize the impact and effectiveness of our resources, CFSVI encourages organizations to submit innovative, well planned and managed projects. Each grant application will be required to meet the following criteria:

- Build on the strengths of the community to respond to identified issues and priorities;
- Demonstrate responsible financial and legal accountability;
- Be undertaken by organizations that are well governed and managed;
- Be timely;
- Be realistic and within the capacity of the organization to carry out;
- Not duplicate existing services or, if so, demonstrate that the overlap is warranted;
- Demonstrate inclusiveness and respect for cultural diversity;
- Provide evidence of collaboration/funding sources with other community agencies;

■ Demonstrate a reasonable probability of ongoing support from other funding sources in the future, or clearly indicate that the project is intended to continue for only a limited time span.

### **Formal Requirements**

■ Charitable organizations must be registered with Canada Revenue Agency (CRA) or be sponsored by a charitable organization.

■ Grants are only made to organizations that can issue CRA Official Tax Receipts.

■ Groups or organizations that are sponsored by a charitable organization must have a formal, written, signed partnership agreement with that charitable organization. The agreement must conform to CRA requirements and be acceptable in both content and form to the Community Foundation of Swan Valley Inc.

■ Projects must be located in, or be of direct benefit to the citizens of Municipalities of Swan Valley West, Minitonas-Bowsman and Mountain and the Town of Swan River as well as communities within their boundaries.

Community Foundation of Swan Valley Inc. **Will Not Fund:**

■ Endowments

■ Fundraising events

■ Retroactive expenses/debt retirement

■ Individuals

■ Replacement of public sector funds

■ Operating funds including meals, accommodations and travel expenses, conference registration fees and memberships

■ Direct religious activities

■ Political organizations

### **Reporting Requirements**

In order to enhance the benefit of the grant to the recipient organization and other community groups, CFSVI expects grant recipients to:

■ **Successful organizations must attend a granting ceremony to receive grant.**

■ Evaluate their projects.

■ Submit a Progress Report of your project to CFSVI. Once expenditures have been incurred to at least the value of the grant and receipts submitted, funds can be released.

■ Submitted Final Report must contain the following elements:

■ Final financial reports,

■ Sufficient information for a media story and photographs demonstrating the project impact,

■ Public recognition of CFSVI support to the project. CFSVI will supply signage.

NOTE: Failure to comply with the reporting requirements will negatively affect your organization's future consideration for CFSVI funding.