

## **GRANT PROGRAM GUIDELINES**

### **1. Endowment Fund**

- The Vanderhoof Community Foundation is a charitable non profit organization which operates a professionally managed Endowment Fund to support initiatives that benefit the community.
- The Fund is grown from charitable gifts and financial donations, both small or large, from anyone via one time monetary contributions, regular payroll deductions, in memoriam gifts or estate donations.
- The capital contributions to the Endowment Fund remain untouched, with only investment income used for ongoing programs and services. The Fund is protected so that it continues for perpetuity as a legacy to the Vanderhoof area, namely; the District of Vanderhoof, Saik'uz, Cluculz Lake and Rural Area F [collectively referred to as “community” or “Vanderhoof area”].

### **2. Community Grant Program**

- Each year volunteer members of the Board of Directors review financial reports of Vanderhoof Community Foundation (herein referred as ‘the Foundation’) to determine the amount of funds available for distribution in grants to fund eligible local initiatives.
- Cash for grants is sourced from the Endowment Fund’s annual investment income.
- Amounts available to grant may vary and hopefully grow year to year, depending on how much new capital is raised from gifts or donations and how much investment income is earned in the Fund.

### **3. Granting Priorities**

- The Board will consider funding eligible initiatives that are in line with, and help support:
  - OUR VISION: A broad, inclusive and diverse community where life in the Vanderhoof area is enhanced and strengthened, Today, Tomorrow and Forever.
  - OUR MISSION: We inspire philanthropy by providing a way for anyone to leave a lasting legacy; through permanent endowment building, responsible grants, leadership and partnerships to meet our community’s needs.
- The Foundation supports a broad range of projects in any of the following areas:
  - Arts and Culture
  - Education
  - Health
  - Social Development,
  - Sports and Recreation
  - Environment

- Projects approved for funding will need to:
  - Be inclusive and widely accessible, with broad public appeal.
  - Promote self sufficiency and sustainability within the community.
  - Build skills, resources and/or infrastructure in the community.
  - Enhance opportunities for growth in the community.
  - Focus on activities within the geographic boundaries of this organization.

#### 4. Granting Preferences

- The Foundation seeks to fund initiatives which:
  - Actively 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.
  - Leverage partnership, facilitate collaboration for the benefit of the community.
  - Strengthen charity and philanthropy within the community.
  - Build social networks, civic vitality and human capital.
  - Are completed within 18 months, unless the Board specifically authorizes an extension.
  - Realize a significant result with a moderate amount of funding.
  - Demonstrate ongoing program delivery sustainability without reliance on the grant.

#### 5. Applicant Eligibility

- Eligible Applicants must be operating in or provide services to the Vanderhoof area including any one or all of Vanderhoof, Saik'uz, Cluculz Lake and Regional District of Bulkley Nechako Rural Area F.
- Organizations must demonstrate effective management and fiscal responsibility.
- The donee organization must be an incorporated non profit society with a Charitable Registration Number. If an applicant is not a registered charity then, for the purposes of the proposed project and as a requirement for grant eligibility, must have a formalized (signed MOU) partnership with a registered charity, i.e. as a donee be auspiced by an eligible non profit with charitable status.
- Non-Eligible: Unless the Board determines otherwise, political groups; religious organizations; for-profit organizations; individuals or organizations that discriminate in any way; and/or applicants seeking funds for projects that have already taken place will not be eligible to apply.

#### 6. Grant Application Submission

- Complete and submit the Grant Application, a separate document. Please include attachments with additional information if you require more space for your answers.
- Applicants must review the guidelines and eligibility criteria, and submit completed application form with supporting documents including project budget and proposed funder recognition.
- The Committee will accept submissions from January through to the **deadline: March 31** with Board decision notification by May 15th.

## 7. Grant Solicitation

- Call for applications will be announced on social media, website and possibly print media.

## 8. Application Review

- A Grant Review Committee of the Board of Directors [the “Committee”] will evaluate applications and make recommendations to the Board.
- An applicant may be contacted for clarification of details of the application.
- The Board of Directors will make a final decision on funding approval and the Board also reserves the right approve funding for special projects outside regular eligibility guidelines.
- The Board selection will determine a grant award for all or part of the funding request.

## 9. Grant Award Schedule

- Successful applicants [“donees”] will be sent an acceptance letter indicating that they may now move forward with signing of a funding agreement with the Foundation and finalize a payment schedule. Funds may not automatically be paid upfront.
- The Foundation Treasurer will prepare and deliver the cheque(s), maintaining all records.
- If a project is waiting for a decision on other funding sources, the Foundation will hold off releasing funds until the donee provides confirmation that all funds have been approved.

## 10. Funder Recognition

- The donee must recognize the Foundation in the ways listed in their application.
- At least one Board member must attend granting ceremony for a photo with the cheque.
- If possible, a Foundation banner (provided by Foundation) will be used for events/photos.
- Photographs of project participants require signed photo releases.
- The Foundation will provide the donee with a photo release form allowing the Foundation to use project photos on the Foundation website, FB page and other promotional material.
- The donee will need to obtain the Foundation logo for print and media recognition.

## 11. Project Report

- The donee will be given the Project Report form to be completed and submitted within three months of the project end date.
- The donee is responsible to report to the Foundation in relation to project delays or cancellation and/or unused funds which must be returned to the Foundation.

### **PLEASE COMPLETE A SEPARATE APPLICATION FORM**

available on the website [vhfcf.org](http://vhfcf.org)

- Print the Word document, complete by hand and then scan and email your submission, or
- Open the Word document and complete with the same headings and sections adding space as required. There is no page limit for answers or attachments.

Email your grant application submission to:

**legacy@vhfcf.org**