

## 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 and 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 in perpetuity as a legacy to the Vanderhoof area, namely; the District of Vanderhoof, Saik'uz First Nation, 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 the Vanderhoof Community Foundation (herein referred to 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 capital is raised from gifts or donations and how much investment income is earned in the Fund

### 3. Granting Preference

The Board will consider applications for funding to organizations and 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 geographical boundaries of the 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 and facilitate collaboration for the benefit of the community
- Strengthen charity and philanthropy in 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 the communities identified within the “Vanderhoof Area.”
- Organizations must demonstrate effective management and fiscal responsibility.
- Applicants must be incorporated non-profit societies within the BC Societies Act that have charitable status or a partnership with a charity (requires a Memorandum of Understanding with the Charity). Our Board may be able to assist with arranging a partnership.
- 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.
- Costs incurred prior to approved project start will not be considered eligible expenses for the project.

#### 6. Grant Application submission

- Complete and submit the grant application (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 Foundation will accept submissions from 03 March, 2020 to the **deadline of 31 March, 2020.** The Board will notify applicants of our decisions by 30 April, 2020.

#### 7. Grant Solicitation

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

## **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 on the application.
- The Board of Directors will make a final decision on funding approval and grant amount and the Board also reserves the right to approve funding for special projects outside regular eligibility guidelines.

## **9. Grant Award Schedule**

- Successful applicants 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.
- If a project is waiting for a decision on other funding sources, the Foundation will wait to release the funds, until we have been provided confirmation that other funds have been approved.

## **10. Funder Recognition**

- The Grant Recipient must recognize the Foundation in the ways listed in their agreement.
- At least one Society Board member must attend the granting ceremony for a photo with a representative of the Foundation.
- Photographs of project participants require signed photo releases.
- The Foundation will provide the Grant Recipient with a photo release form allowing the Foundation to use project photos on the Foundation website, FB page and other promotional material.
- The Grant Recipient will need to obtain the Foundation logo for print and media recognition.

## **12. Project Report**

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

**Please complete a separate application form  
Available on the website: [www.vhfcf.org](http://www.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](mailto:legacy@vhfcf.org)**