



# Vanderhoof Community Foundation

## Grant Program Guidelines

2024

### Endowment Fund

The Vanderhoof Community Foundation is a charitable not for 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 individuals, businesses and organizations. 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 of the Bulkley Nechako Regional District.

### Eligibility

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

Organizations which are not registered charities or qualified donees with the Canada Revenue Agency can be eligible to apply for grants from the Foundation through formalized partnership with an agency that is a CRA registered charity.

The registered charity must:

- a. agree to having their charitable registration number used on the application
- b. accept any flow-through funds on behalf of the applicant, and
- c. provide a letter stating their agreement to the grant application. The letter **MUST** be included in the application.

If an organization does not have a partnership with an agency that is a CRA registered charity or registered donee, we may be able to assist with this. Please proceed with application and we will contact you to discuss potential partnership with a registered charity.

An organization can apply once per grant cycle. Applicants are eligible for funding for the same or similar project two times in a 5-year period.

Grants are not made to individuals or businesses.

Organizations must demonstrate effective management and fiscal responsibility.

## **Grant Cycles and Application Deadlines**

The next granting cycle will begin on 01 April, 2024 with an application deadline of May 5, 2024.

The Grant Committee will carefully review applications and make award recommendations to the Foundation's Board of Directors. The Board of Directors will communicate final decisions on grant awards by 30 May 2024.

The Vanderhoof Community Foundation appreciates the opportunity to consider all proposals. The Foundation typically receives a number of requests and may regretfully have to decline many commendable proposals. A declination in no way indicates a negative assessment of any organization or proposal, and the Foundation truly hopes that all applicant endeavours are successful. All decisions of the Board are considered final.

Spending of granted funds can begin upon approval, and the project must be completed within 18 months.

## **Grant Type and Amount**

We have up to \$11,000 available to grant for 2024. This may be awarded to one or several applicants depending on the number and dollar amount of requests received.

## **What We Fund**

Funding is intended to cover projects that are in addition 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:

- Health;
- Education;
- Arts and Culture;
- Sports and Recreation;
- Local Environment; or
- Social Services.

The Vanderhoof Community 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;
- Enhances the physical, mental and/or emotional health and wellbeing of members of the community; or
- Strengthens the social, cultural, and/or environmental structure of the community
- Demonstrates inclusivity, accessibility, and diversity 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

## 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 the Vanderhoof area or to a number of the members of a specific community within Vanderhoof.
- **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.

## Ineligible Requests

\*Note to prior applicants: Grant applications will not be reviewed for applicants with overdue Grant Final Reports for past applications, nor for applicants who do not show proof of recognition to the Vanderhoof Community Foundation.

Projects cannot be considered eligible if funds requested will be used for:

- an organization's usual operational or core expenses such as heat, light, rent, or existing staff salaries
- projects can only include costs that are incremental to an organization's existing operations;
- any expenses which predate project approval during the current grant cycle;
- covering deficits or retiring debts or mortgage payments;
- providing for or establishing endowments;
- activities of religious or political organizations that serve primarily their membership and/or for direct religious or political purposes;

- major capital construction or major renovations or regular maintenance (i.e. a building, a roof, or a furnace);
- travel costs;
- team or club sponsorships;
- annual funding drives;
- projects that duplicate services provided by other organizations; and
- improvements or additions to land or property which might revert to private ownership.

## The Application Process

The completed Grant Application will define the scope and guidelines of the proposed project.

### NOTE:

- The Grant Application form **MUST** be completed in full and be legible.
- An electronic version of the complete Grant Application must be **EMAILED** to: [legacy@vhfcf.org](mailto:legacy@vhfcf.org)
- The Foundation requires a final written report when approved projects are complete. The final report must be submitted within 6 months following project completion (maximum 18 months following notification of approval).
- By submitting the Grant Application form all Applicants agree that:
  - Any support received from the Community Foundation will be publicly acknowledged and copies of such recognition will be shared with the Foundation.
  - A final report on the project will be submitted to the Vanderhoof Community Foundation within 18 months of award.

Please note: We are pleased to answer inquiries regarding your application up to 1 week prior to the Grant Cycle deadline. Please contact Jeff Craig [jephcraig@gmail.com](mailto:jephcraig@gmail.com)

Feel free to expand the spaces as necessary, attach separate budget or other information including pictures that support your project proposal.