

# Morden Area Foundation

## Granting Process Information - 2023



1. Submit grant application by September 30. Grant applications are available on the MAF website or in person at the MAF office.
2. 15-minute Interview with the Board regarding project at October Board meeting in the evening (in person or virtual to be determined). Once your application has been submitted, the MAF Community Foundation Coordinator will contact you to assign a 15 minute time slot with the Board at the October meeting. Interviews will be held at the October Board meeting only. No alternative date will be rescheduled under any circumstances.
3. The Board meets the second Wednesday in November to review all applications and make the final granting decisions for the year. Immediately after that meeting, the MAF Community Foundation Coordinator will be in contact with each applicant either way to advise of the Board's decision.
4. If your project is selected, you are required to sign the Grant Agreement provided by the MAF Community Foundation Coordinator and return one signed copy to the MAF as soon as possible. (You may submit receipts at that point if you have collected them all) You may email the signed agreement to [info@mordenfoundation.ca](mailto:info@mordenfoundation.ca) or mail to 13 – 379 Stephen Street, Morden, MB R6M 0G8.
5. Once you have “all” receipts, please submit them at all one time and one cheque is written for the full grant amount as per proof of receipts. Your receipts must add up to at least the amount of the grant to collect the full amount. If your receipts add up to more that is fine, you will only receive the amount of the grant. You may mail, email, or drop off receipts to the MAF office. Please feel free to contact the MAF office if you have any questions regarding this step in the granting process.
6. Announcement and presentation will be made at the December MAF Granting Awards Night/Christmas Party held the second Wednesday of December. This presentation is typically for media purposes only. No cheque is actually presented until all receipts are provided and the signed agreement received by the MAF Community Foundation Coordinator. You may invite as many people as you wish to attend this event and you will have the opportunity to speak for 2 -3 minutes on the need of the community and how your project addressed this need.
7. All grant agreements state payout must be made by the MAF within one year. If that is not possible, please provide a letter or email to the MAF asking the Board for an extension of one year. Sometimes it is not possible to complete a project within the allotted time frame for various reasons, however, the Board should be advised of same. If the Board does not receive a letter to extend, the grant will be rescinded as per the date on said agreement.

8. The Morden Area Foundation (MAF) prefers to support Morden's local business growth and support local community of Morden wellness. Therefore, MAF encourages all grantees to shop and source all materials from local Morden businesses. MAF recognizes this may not always be possible, and at that point purchasing elsewhere is acceptable, with proof of attempting to source in Morden. However, shopping locally in Morden supports MAF's vision and mandate of sustainability, longevity, and well-being of Morden's businesses, residents, and it also respects the wishes of the donors who choose to invest locally in the City of Morden.

9. Submit a brief formal report to the MAF within one year following of the grant being paid, that states:

- a. the amount received,
- b. completed budget detailing project revenues and expenses,
- c. photos of completed project, quote from grant recipient or press ready story of project, and permission for MAF to use said photos and quote or story in media releases, Facebook/Instagram posts and MAF website,
- d. photos of dedication plaque and/or visual signage with MAF logo
- e. screen shots of any one or more of the following: Facebook, Instagram, or electronic screen posts that will include the MAF logo indicating MAF's support for the project
- f. screen shots of any one or more of the following: electronic copies of posters, programs, newspaper ad, radio ad script, multi electronic media ad, and/or programs that will include the MAF logo indicating MAF's support for the project,
- g. number of volunteers involved in the completion of the project,
- h. a summary of materials, **proof you attempted to shop local for materials**, programming, food, etc.,
- i. Write a story on how this grant impacted the project, how the project impacted the services offered by your organization and in particular, how the services impacted the residents of the community of Morden and area. Feel free to contact Board member Phyllis Loewen to assist with writing your story.  
[phyllisalowen@gmail.com](mailto:phyllisalowen@gmail.com)

10. Please note: the Grant Agreement does ask that you advise the MAF how they will receive recognition. *I.e. The recipient will advertise MAF's support for this project with visual signage as agreed upon, and by any of the following: newspaper ad, radio ad, program ad, or multi electronic media ad ie Facebook, Instagram, website, electronic screens. Copy or photo of said advertising will be forwarded to the MAF within 30 days of the receipt of the MAF cheque or unless otherwise agreed. Full report to follow.*

If you have any further questions, please feel free to contact the MAF office.

**Morden Area Foundation Inc. – Invest. Partner. Build**

13 – 379 Stephen Street, Morden, MB R6M 0G8

Phone: 204-822-5614 Text Only: 204-823-4521 Email: [info@mordenfoundation.ca](mailto:info@mordenfoundation.ca)

MAF Website: [www.mordenfoundation.ca](http://www.mordenfoundation.ca) Endow Manitoba page: Morden Area Foundation

*Please consider leaving a gift in your will to the Morden Area Foundation.*

