

1.04 Community Grant Program Policy & Guidelines

Policy name: 1.04 Community Grant Program Policy & Guidelines	Effective date: June 12, 2024
Policy type: Organizational	Monitoring frequency: 3-years
Policy owner: Board of Directors	Revision history: Approved June 12, 2024
Who approves: Board of Directors	Next review date: June 2027

Background and purpose

Grant Making is the community foundation's bona fide process for accepting applications, developing criteria on, and awarding grants based on identified community need. The importance of grant-making includes building an evaluative process for the equitable distribution of community funds and supporting the alignment of community dollars with community-prioritized change and desired impacts. This policy will guide us in aligning our vision and goals with all the current laws and legislations.

Policy statement

The intent of this policy is to define the procedure for the grant-making activities of the foundation. It also outlines the formal requirements, eligibility, evaluation criteria and the grant application guidelines and processes.

Formal Requirements:

Grants are made to projects or programs that are delivered in or significantly positively impact the City of Morden and the surrounding area (R.M. of Stanley). Grants are made to Canada Revenue Agency (CRA) registered charities or other qualified donees under *The Income Tax Act* (Canada).

The Morden Area Foundation grants will generally NOT fund:

- Endowment funds with other organizations
- Core ongoing operating expenses
- Fundraising events
- Retroactive project
- Debt retirement or cover deficits
- Individuals
- Direct religious activities

Evaluation Criteria for Grant Applications

The Foundation gives preference to projects and programs where a moderate amount of grant money will have a significant impact. Successful grant proposals are ideally characterized by a well-planned approach, evidence of community support, efficient use of resources, ability to serve a need in the community, collaboration, volunteer participation and citizen involvement. In order to utilize the resources of the Foundation for maximum community benefit, each grant application will be evaluated on the following criteria:

1. The project should build on the strengths of the community to respond to identified needs and priorities.
2. The applicant organization must demonstrate responsible financial and legal accountability.
3. The project must be undertaken by organizations that are well governed and managed.
4. The project must be realistic and within the capacity of the applicant to carry out in a timely manner.
5. The project should not duplicate existing services, or if so, demonstrate why the overlap is warranted.
6. The applicant should provide evidence of collaboration with other agencies.
7. The project or applicant should include evidence of support from other funding sources or the broader community. If partnering with another organization in this application, then please include a letter of support from that organization.
8. The project or applicant should 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 a limited time span or is a discrete project/purpose for which all costs have been disclosed on the application.
9. The project must be located in or of direct benefit to the residents of Morden and the surrounding area.
10. Grants will be considered for both capital projects and programming expenses.
11. Pilot or demonstration projects must include provision for an evaluation (measure of success) and a realistic plan for financial viability beyond the pilot stage.
12. The applicant should disclose if they have applied to the Foundation previously, and if so, the amount of previous grants awarded and the dates they were received. An organization is not eligible if they have an outstanding grant or unless otherwise agreed.
13. Preference is given to projects which:
 - a) encourage more efficient use of community resources;
 - b) expect to test or demonstrate new approaches and techniques in the solution of community problems;

- c) address the underlying causes of problems in our community rather than dealing only with the symptoms;
- d) are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
- e) promote volunteer participation and citizen involvement in the community;
- f) demonstrate evidence of community support and organization initiative;
- g) support segments, issues or needs of the community that have not recently received funding from the Foundation;
- h) are deemed by the Board to be of high value, impact or importance to the community.

Grant Application Guidelines and Processes:

1. Grant application deadlines are twice per year: March 31 & Sept. 30.
2. Grant applications shall be in the prescribed form, are available on our website and shall include:
 - Name and contact information for the organization/project
 - Charitable registration number *or as per CRA requirements for non-qualified donee*
 - Basic information describing the organization and its management (i.e.) members of the current board and executive director
 - Financial information, including financial statements and/or current budget for the organization and for the project.
 - Complete description of the project including a statement as to the community need, issue, or segment that will benefit by the project, how the project will be supported by the community or vice versa, the importance of and need for the project, any expected measurable outcomes for the project, and should highlight innovation and collaboration with other community partners.
 - Total project cost and amount of funds requested from the Foundation & other funders. There should be a minimum of two quotes for the project and materials should be purchased locally whenever possible
 - Date funds are required by
 - How the Applicant will recognize the Foundation's support
 - Authorized signature
3. The Foundation will review all qualified applications received based upon their merit in relation to the grant criteria listed in this policy and funds available for distribution. The Directors of the Board may request additional information if deemed necessary, conduct interviews of representatives of the applicant, consider such other information as the Directors may consider reasonable, and may set terms and conditions on any grants awarded.
4. The Board of Directors shall have the final decision in awarding grants. Approval of grants will be by way of motion carried by the Board.
5. All changes to a project or application after the Foundation has approved a grant must be brought back to the Board for re-approval.

6. Proof of expenditure must be provided to the Foundation for grants awarded before payment of the grant.
7. Applicants will have one year from the date they receive notification that their application has been approved by the Foundation to submit their fund request (along with proof of expenditures). Should the grant not be used within the one-year time limit, the applicant may make a written request for an extension of time. The extension is subject to the approval of the Board of Directors. Failure to either use the grant or request an extension within the one-year time limit will result in the grant lapsing. Lapsed grants will become available for distribution at the next grant application deadline.
8. Successful applicants will be notified by the Executive Director. Unsuccessful applicants will be coached.
9. All successful applications will be required to submit a Final Impact Report upon completion of the project with a deadline of December 31 and June 30 of the following year. The Final Report should contain the following elements: a final budget detailing project revenues and expenditures, a press-ready story and photographs demonstrating the project impact, and samples of any public recognition of the Morden Area Foundation grant such as signage which can be added to the project cost.
10. In order to enhance the benefit of the grant to the recipient organization and other community groups, the final project evaluation will involve analyzing the measurable outcomes set during project planning and should include a determination of what the project organizers would keep the same, what they would change for future projects. Such reflections may uncover useful learnings about how the project evolved over time and the reasons for the change which may be used to improve future projects and organizations through the development of best practices.

The Foundation Board has the authority to withhold or recover grant funds misused or misapplied and has an obligation to investigate allegations of misuse, misallocation or misconduct.



Morden Area Foundation Grant Check List

Spring Grant Period Fall Grant Period Approved Declined

Date received: _____
 Grant Applicant: _____
 Project Name: _____
 Charitable Number: _____
 Purpose: _____
 Geographic area/community served: _____
 Project Costs: \$ _____ Amount Requested: \$ _____
 Date Funds Required: _____

Grant Category:

1. Arts & Culture, Heritage
2. Food Security
3. Health
4. Family and Community Services (this would include groups like Parkinsons, alzheimers, CNIB)
5. Education
6. Recreation & Sports
7. Environment

Checklist:

Financial Statement attached	Y	N		
Board of Directors indicated	Y	N		
Requesting operating funds	Y	N		
Well-planned approach to project	Y	N		
Does is serve a community need	Y	N		
Will this need be met without our funds	Y	N		
Volunteer or citizen involvement	Y	N		
Duplication of existing services	Y	N	Warranted?	Y N
Measurable outcome of success	Y	N		
Supported by Community	Y	N		
Other funding sources/support	Y	N		
Prior Funding Received	Y	N	Amount:	Date:
Similar project/competing project funded	Y	N		
Level of Community Support	_____			
Responsive to Community Needs	_____			
Level of Community Collaboration	_____			
Level of long-term community benefits	_____			
Level of impact of project on community	_____			

Pros/Cons: _____

