

5.0 Grant Management Policy

POLICY: Grant Distribution Policy	NUMBER: 5.01	PAGE: 1 of 2
SUBJECT: Granting Philosophy		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

Preamble

The following principles will guide the Foundation’s grant making:

- **A Community Catalyst:** Working with and for the community by supporting organizations that demonstrate a collaborative approach to build community capacity and supporting innovative projects that align with the guiding principles of the Foundation.
- **Quality of Life:** Committing to strengthening the quality of life in the area served by the Foundation. It builds on the strengths of the community and addresses issues that detract from Community well being by supporting organizations that share that goal with the Foundation.
- **Stewardship:** Building a community legacy by not encroaching on the capital pool of money. While the capital base grows, the income earned is used to support the community. The Foundation is committed to investing wisely, managing efficiently and looking for ways to maximize resources and results through alliances and partnerships.
- **Proactive Attitude:** Not necessarily waiting for grant applications. Through strong community relationships, identifying and addressing issues with other community organizations and district municipalities.
- **Volunteer Support:** Supporting programs and organizations that utilize a strong volunteer force, or are dedicated to supporting volunteers, will be a priority.
- **Independence for Individuals:** Building the capacity of individuals to be independent and self-sustaining. The Foundation will give strong consideration to projects that support this principle.

1. Principles

- The Foundation will implement and follow a responsive and imaginative grants program,
- Grants are made only to qualified donees as defined from time to time in the *Canada Income Tax Act*,
- Grants are made to support the principles and goals of the Foundation.

2. General Policies

- The final decision on all grants rests with the Board on the advice of its Grants Committee,
- The Foundation will establish yearly priorities and strategies to guide grant decision making,
- Grants will be awarded to those projects which fit the established priorities and goals of the Foundation,
- Results of the grants will be evaluated regularly.

POLICY: Grant Distribution Policy	NUMBER: 5.02	PAGE: 1 of 1
SUBJECT: The Granting Committee		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. The Foundation will appoint a Granting Committee at the first Board meeting after the Annual General Meeting each year as provided in the terms of reference set out in Policy 5.05.
2. The committee will have no fewer than five members with at least three of those being Board members, one of whom the Board will appoint as Chair.
3. The primary responsibilities of the Granting Committee shall be recruitment and selection of grant applications and recommendations of grants to the Board.
4. On a bi-annual basis the Granting Committee shall review the Grant Policies and make recommendations to the Board regarding amendments to the policy.

POLICY: Grant Distribution Policy	NUMBER: 5.03	PAGE: 1 of 1
SUBJECT: Committee Procedures		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. The Foundation will meet at least the minimum distribution quota annually as required by the *Canada Income Tax Act*. The exact amount of funds available will be determined once annual financial statements are available.
2. The Foundation will present, where available, and acknowledge grants insofar as it is practical at least once a year.
3. Grants are made only to organizations which demonstrate fiscal responsibility, capable management and a strong and committed board of directors.
4. Grants are awarded for definitive purposes and for projects covering a specific period of time. Multiyear grants will not be awarded.
5. Preferences will be given to projects which address themselves to the Foundation’s granting principles set out in policy 5.01 and more specifically:
 - Innovation that strengthens the community’s capacity to care for itself;
 - Collaboration and cooperation within and across sectors;
 - Prevention as a response to challenges;
 - Testing new ways of providing services;
 - Promotion of volunteer participation and citizen involvement;
 - Building community strength and capacity through diversity;
 - Building community through a focus on the strengths and assets of individuals and groups;
 - To support the development of facilities as needed in the community.
6. Grants are not made toward operating or capital deficits.
7. Grants are not given to support annual fund raising campaigns, form letter requests or telephone campaigns.
8. Grants are not made to religious organizations.
9. Grants are not made to fund administration expenses

POLICY: Grant Distribution Policy		NUMBER: 5.04	PAGE: 1 of 1
SUBJECT: Application Procedure			
APPROVED:	REVISED/REAFFIRMED:		SUBJECT TO REVIEW

Preamble

Grants will be made twice per year, subject to the Board’s discretion. Application deadlines are tentatively scheduled for 4:00 p.m. on March 30 and September 15.

The Foundation will endeavor to finalize grant decisions in a timely manner. The Grants Committee will review all grants within one month of receiving the applications.

Procedure

1. Stage 1- Letter of Inquiry

The Letter of Inquiry is a way for the Granting Committee to have an idea of the type of applications they will be receiving. The Granting Committee is able to provide feedback to the applicants before the final grant application is due.

Letters of Inquiry should include:

- A brief description of the applicant organization and what the applicant does;
- A brief description of the project;
- The budget for the project;
- The organization’s most recent financial statements;
- The dollar value of the request;
- The applicant’s contact information including: contact name, full street address, telephone number, e-mail address and website;
- Canada Revenue Agency charitable number or an umbrella organization;
- The applicant’s legal name.

2. Stage 2- Application

The Foundation will advertise (e.g., via the newspaper, radio station and social media) and solicit applications for grants. Grant Application forms will be available on the Foundation’s website (www.dvcf.org) or by contacting the Foundation office.

The initial application (see Appendix D) should include:

- A brief introduction to the organization;

- Organization's most recent financial statements;
- Project title and description of the proposed project;
- Proposed completion date;
- A project summary;
- Total cost of project and specific amount requested from DVCF;
- The organization's address, email, telephone and fax;
- Legal agency name;
- Canada Revenue Agency Charitable Registration Number (if available);
- Names of an authorized contact person and authorized signature(s).

3. Stage 3- Review of Applications

Review of all Grant Applications will be performed within one month of the final deadline date using the selection criteria outlined in Appendix E. After an initial review, the Granting Committee may require further information.

Applicants will be contacted and may be asked to provide supplementary information within ten (10) working days from the day information is requested. Prior to making a granting recommendation to the Board, the Granting Committee may choose to conduct an interview or make an onsite visit. A mutually convenient time will be arranged by telephone or email.

4. Stage 4- Grant Approval and Agreement

Within a reasonable time after assessing all grant applications, the Granting Committee will make recommendations to the Board. Following final approval by the Board, a formal grant agreement utilizing the template in Appendix F will be created. Authorized signing authorities for each party must sign the grant agreement before any money is disbursed.

The grant agreement will request confirmation that:

- The Grantee is a qualified donee as defined by the Canada Income Tax Act,
- The Grantee shall use the granted funds solely for the stated purpose,
- The Grantee will notify the Foundation of any significant change to the project and return all money if the project does not proceed,
- The Grantee will provide public recognition for the Foundation,
- The Grantee gives permission to the Foundation to publicize the grant and details of the Project.

5. Stage 5- Final Evaluation and Report

A Final Evaluation and Report (Appendix G) must be submitted according to the date specified on the Grant Agreement.

The final written report will include:

- A summary of project results;
- Photographs (digital files preferred) where possible;

- An accounting of how the funds granted were expended;
- An evaluation of the impact of donor funds upon the project;
- A description of the population served.

Late or incomplete final reports will affect future grants.

At any time over the duration of the project, the Granting Committee may choose to conduct an interview or make an onsite visit. A mutually convenient time will be arranged by telephone or email.

POLICY: Grant Management Policies	NUMBER: 5.03	PAGE: 1 of 2
SUBJECT: Granting Committee- Terms of Reference		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. Committee Procedures

The committee, at its first meeting, may choose a Chair to convene the meetings.

This committee holds meetings following an approved agenda, records minutes of its meetings and distributes these minutes to the committee members and to the Board of Directors. The Chair provides report to each regular Board Meeting.

Committee will be set up in accordance with the Board and will abide by the Foundation’s by-laws. A majority of the Committee members present at a meeting is a quorum. Each member of the Committee, including the Chair, has one vote at the committee meeting. In case of tie, the chair has the deciding vote.

Committee members will keep all matters relating to the decision confidential. Release of information concerning grants shall be directed by the Board of the Foundation.

The Committee does not have the authority to approve any expenses. Any out-of-pocket expenses should be submitted for approval to the Board.

2. Committee Structure

The committee shall consist of a minimum of 4 (four) members to a maximum of 7 (seven) members of which 4 (four) or more are members of the Board from the DVCF and up to 3 (three) members at large (from the community) i.e. Crossroads Health, FCSS, oil industries, education, ministerial, etc.

3. Granting Procedures

- A portion of the investment income earned from each fund in each fiscal year will be made available for committee grants – year ending December 31.
- Distribution of grant monies to each fund will be made in the second quarter of each year to determine the amount of grant dollars available, based upon the prior fiscal year.

- Advertising to the community for grant applications would take place continuously throughout the year as needed. The process for grant applications would also be advertised. Application deadline for grants are March 30th and September 15th.
- The committee will review applications based upon the criteria set out in the grant applications and make recommendations to the Board.
- The Granting Committee will make a recommendation to the Board and the Board will have the final decision.

Appendix C

Definition of Qualified Donee

Policy Statement:

Under the Income Tax Act, qualified donees are organizations that can issue official donation receipts for gifts that individuals and corporations make to them.

They are as follows:

- a registered charity;
- a registered Canadian amateur athletic association;
- a housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
- a Canadian municipality;
- the United Nations and its agencies;
- a university that is outside Canada that is prescribed to be a university the student body of which ordinarily includes students from Canada;
- a charitable organization outside Canada to which Her Majesty in right of Canada has made a gift during the fiscal period or in the 12 months immediately preceding the period and Her Majesty in right of Canada or a province.

Reference:

Income Tax Act, R.S.C. 1985 (5th supp.) c. 1, para. 110.1(1)(a), ss. 118.1(1) and 149.1(1).

Appendix D

Applying For a Grant Information

The Drayton Valley Community Foundation was incorporated in 1994.

The mission of the Drayton Valley Community Foundation is to build and manage resources to enhance our community. The "Community" encompasses the Town of Drayton Valley and the surrounding area.

In order to accomplish the Foundation's mission effectively and efficiently, the staff and Board of Directors have developed a thorough review process for grant applications. The granting guidelines are listed here for review prior to completing an application form:

- Grants are made to registered charities.
- Organizations must demonstrate a strong and committed Board, fiscal responsibility, and effective management.
- Projects must benefit primarily the people of the "Community" (as defined).
- Applicants must establish that there is a need for the project.
- Grants are awarded for definite purposes and for projects covering a specific period of time.
- Capital requests must include a maintenance and replacement plan.
- Pilot or demonstration projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.

Preference is given to projects which:

- benefit the whole community;
- encourage more efficient use of community resources;
- demonstrate new approaches and techniques in the solution of community problems;
- promote cooperation and sharing among organizations, eliminating duplication of services;
- promote volunteer participation;
- strengthen management capabilities.

Grants are not made to or for:

- Individuals;
- annual fund drives;
- establish or add to endowment funds;
- political activities;
- direct religious activities;
- multi-year funding.

Appendix D (Continued)

DRAYTON VALLEY COMMUNITY FOUNDATION
GRANT APPLICATION

1. Organization Information

Organization Name: _____

Contact Name: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Incorporation Date: _____

Incorporation #: _____

Revenue Canada Charitable Registration Number _____

Number of Staff: Full time _____

Part time _____

Attachments Provided:

(X indicates items are attached. (Not all items may be applicable. Explain if not available))

_____ A1. Brief description of mission, goals and objectives of the organization, services provided, target population, geographic area served and the number of people served last year.

_____ A2. List of Board of Directors and Officers.

_____ A3. Most recent audited financial statements and annual report.

_____ A4. Income and expense budgets for:

_____ Last fiscal year

_____ Current fiscal year

_____ Next fiscal year

_____ A5. Most recent interim financial statements for the current year.

_____ A6. A recent newsletter and/or brochure.

2. Grant Request

Amount Requested: _____

When are funds needed? _____

Type of grant requested:

_____ One-time capital project

_____ Special or demonstration project

_____ General operating support

Duration of project: _____

Projected starting date: _____

Completion date of project: _____

Appendix D (Continued)

3. Attachments

(Note: Attachments should be identified but need not be on separate pages. Mark an **X** for attached items)

- ___ A7 A brief statement of the purpose, goals and objectives of the project or capital acquisition, and its relationship to the overall goals of the organization.
- ___ A8 Cite evidence of the need for the project, stating its significance to the "Community".
- ___ A9 Describe consultations held with other organizations or experts in this field.
- ___ A10. Indicate how you will measure outcomes - ie the success of the project in relation to its goals and objectives.
- ___ A11. Outline the capacity of your group to conduct the project.
- ___ A12. Complete a **detailed project budget** (page 4 of grant application). Include copies of **at least two quotations** for capital acquisitions.
- ___ A13. List other funding sources approached for support and responses to date.
- ___ A14. Identify sources of financial support for the ongoing operating costs to implement a successful demonstration project, or those related to the capital acquisition.

4. Authorization

Has your organization authorized this grant application? _____ When? _____

This application must be signed by the Chairperson, President or Treasurer of the organization (group):

Name: _____

Position: _____

Signature: _____

Date: _____

Receipt of a grant application will be acknowledged. A meeting with a Foundation Board member(s) may be required during the review process and reference sources will be consulted concerning your application. The review process will be complete within one month of the application deadline.

For Foundation Use Only

Application # _____

Date Received: _____

Appendix D (Continued)

PROJECT BUDGET

Project Expenditures:

Items

Cost

Salaries/benefits

\$ _____

Professional fee/honoraria

\$ _____

Capital (specify):

\$ _____
\$ _____
\$ _____

Other (specify):

\$ _____
\$ _____
\$ _____

Total Project Expenditures

\$ _____

Project Funding:

Sources of Revenue

Assured

Potential

Contact/Telephone

Funding on hand:

\$ _____

Requested from the ***Drayton Valley
Community Foundation:***

\$ _____

\$ _____

Other Foundations:

\$ _____
\$ _____

\$ _____
\$ _____

Government(specify):

\$ _____
\$ _____

\$ _____
\$ _____

Other (specify):

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

Total Project Revenue:

\$ _____

Appendix E
Grant Selection Criteria

The following checklist may be used to assist in the grant selection and approval process:

Question	Answer	Comment
1. Is the project congruent with the organization's mission?		
2. Does the project address priority issues (as identified by our community foundation)?		
3. Will it meet a demonstrated need?		
4. Are the goals and activities described clearly, and the plan viable?		
5. Are the project beneficiaries involved in the planning?		
6. What will be the benefits to the community?		
7. How many people will be served?		
8. What will be the long-term impact?		
9. If it is a pilot project, how is it demonstrating a new approach?		
10. What makes it different from similar initiatives?		
11. Is there a well-designed plan for evaluation?		
12. Is there a plan for dissemination and utilization?		
13. Do the people involved have the necessary qualifications and experience to undertake the project?		
14. Will there be significant volunteer participation?		
15. Does the project have the support of other organizations and funders?		
16. Is the organization collaborating with other community agencies?		
17. Is the organization respectful of diverse groups in the community?		
18. Does the project complement existing services, or will it create competition and unnecessary duplication?		
19. In capital projects, what is the status of building and development permits?		
20. What will the effect be on on-going operating costs?		
21. Will maintenance or replacement costs be budgeted for?		
22. Is the budget realistic?		
23. How does the cost compare to other similar projects?		

24.	If we do not fund the full amount requested, will it compromise the project? Are there adjustments the organization could make?		
25.	Could we provide something other than dollars (e.g., advice, equipment, meeting space, etc.)?		
26.	Will our support provide leverage to bring other funders in?		
27.	Are we playing a lead funding role?		
28.	Are there other funding sources, or is the organization "putting all its eggs in one basket"?		
29.	Is any other funding confirmed?		
30.	Should we attach specific terms and conditions to the funding (e.g. making the award conditional upon the organization receiving the balance of required funding)?		
31.	Will this grant provide an opportunity to raise the profile of the foundation or increase partnership with a population that we have wanted to reach?		
32.	Will the project increase community resilience?		
33.	How does this project build community capacity?		

**Appendix F
Grant Agreement Letter**

Date:

Address of Grantee:

Dear **Grantee:**

RE: **Project Name**

The Board of Directors of the Drayton Valley Community Foundation (DVCF) recently reviewed the above named project and have approved a grant of (**\$ amount**) to (**Organization name**) to support (**Project Title**) for the grant period ending December 31, 20**xx**. The Foundation's grant funds are to be used as described in the Grant Application and Budget submitted on (**Date**) submitted to the Foundation.

This letter must be countersigned by an authorized individual within fifteen (15) business days of the date of this letter agreement. Payment of the grant funds will be made on receipt by the Foundation of the countersigned copy of this letter. To facilitate receipt of the payment cheque, please indicate on the countersigned copy the name of the person in your organization to whom the cheque should be sent.

Please note the following terms and conditions.

- The grant must be used for the project identified above, as described in the Grantee's proposal and related correspondence, and may not be expended for any other purposes without the Drayton Valley Community Foundation's prior written approval. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The DVCF may request that Grantee return any grant unexpended grant funds remaining at the end of the project period.
- Grantee will provide to the DVCF an annual report and financial statements at the end of the Grantee's current fiscal year.
- Grantee will allow the DVCF to review and approve the text of any proposed publicity concerning this grant prior to its release.
- The DVCF reserves the right to discontinue, modify payments to be made under the grant award or to require a total or partial refund of any grant funds if (1) the Grantee has not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of the DVCF; or (3) to comply with any law or regulation applicable to the Grantee, to the DVCF or this grant.
- At the completion of this project, please submit a final project report and evaluation, including a financial report.
- The grant will be paid in one installment.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your agreement to such terms by having this letter countersigned by an appropriate officer of your organization and returned to the DVCF.

We look forward to working with you.

Sincerely,

(Chairperson)

Drayton Valley Community Foundation

ACCEPTED AND AGREED:

Grantee: (Organization Name)

Sponsor Representative: _____; Signature: _____

Date: _____

Grant cheque should be sent to:

Name:

Title:

Address:

Phone:

Appendix G
GRANT EVALUATION AND REPORT

Organization Name: _____
Year of Grant: _____
Amount of Grant: _____
Date: _____

Briefly state what the grant was used for:

How did you achieve the outcomes you identified in your application?

How did the project reach the people it was intended to serve? Who are these people?

What effect has the project had on the community? Your organization?

What media coverage did the project receive?

What acknowledgement/publicity have you given to the Drayton Valley Community Foundation?

What have you learned from this project? Would you do it differently another time?

Budget:

Please submit a financial statement showing all income and expenses for the project.

Photographs:

Please submit photographs of the project.

*** This grant report should be submitted **within 60 days** of project completion ***