



## Information for Grant Applicants

### **The Mission of the Guelph Community Foundation [GCF]:**

To enhance the quality of life and vitality in Guelph and surrounding communities by supporting and promoting fund development, grant making and community leadership.

This is achieved by:

- Providing grants and other support to a wide range of local community programs.
- Working with donors to build permanent endowment funds for needs and opportunities that are always emerging.
- Providing leadership to identify and address issues and opportunities to better our community.

### **Background:**

The GCF's Grants Committee serves as an experienced resource to support the disbursement of the various funds. This Committee is also charged with the responsibility of making recommendations to the GCF Board of Directors for the disbursement of investment earnings.

### **Granting Philosophy:**

GCF supports activities in the areas of health and wellness, education, social services, arts and culture, recreation, children and youth, and the environment. Our grants benefit the residents of Guelph and surrounding communities.

### **The Guelph Community Foundation strengthens the community by funding projects that:**

- Address community needs and emergent opportunities
- Demonstrate innovative, creative or interdisciplinary approaches
- Encourage networking or collaboration among organizations
- Demonstrate evidence of need and degree of planning
- Provide community benefit and impact
- Reflect diversity and inclusivity
- Provide leveraging possibilities or potential for additional funds from other sources.

### **We fund eligible organizations that:**

- Have registered charitable status with the Canada Revenue Agency [CRA]. Your charitable registration must be provided. (Your organization may wish to establish a formal agency relationship with a registered Canadian charity, in which case the link must be legitimate and an acceptable agency agreement must exist as per CRA Guidelines. Additional paperwork is required. Please refer to the CRA's website for further details on "Using an Intermediary to Carry out a Charity's Activities within Canada": <http://www.cra-arc.gc.ca/chrts-qvng/chrts/plcy/cgd/ntrmdry-eng.html#N10210>)
- Provide services within Guelph and surrounding communities
- Make services available without discrimination
- Demonstrate fiscal and management responsibility, capacity for accountability, and financial need.

### **We do not fund:**

- Individuals
- Sabbatical leaves or student exchanges
- Operating or capital deficits
- Annual campaigns or fundraising activities
- Ongoing operational costs
- Retroactive expenses
- Endowment campaigns
- Multi-year commitments
- Sponsorships
- Activities that serve primarily the membership or purposes of religious organizations
- Political organizations or advocacy initiatives.

### Other considerations:

- Grants are awarded for specific purposes and for projects over a definite time period.
- All qualified applications are considered according to their merit and in light of the funds available for distribution.
- The capability of the applicant to carry out the proposed project will be considered.
- The history of the applicant will be reviewed; past grantees that have not fulfilled the terms of their previous grant will not be considered (e.g. outstanding evaluations).
- Multiple applications from an organization will not be considered within the same granting stream.
- Grant applications are assessed without discrimination regarding gender, ethnicity, age, sexual orientation, creed or disability. By the same token, the committee will accept applications only from organizations and for projects which are free from detrimental discrimination based on gender, ethnicity, age, sexual orientation, creed or disability.
- GCF encourages the participation of other funding bodies and sources (e.g. matching).
- Grant recipients agree to provide recognition to the Guelph Community Foundation.

### The Process

#### What you do:

- ① If your organization falls within the guidelines of eligibility outlined above, contact GCF to discuss your project.
- ② After discussion with GCF and the project is considered to be potentially fundable, complete the on-line application form and submit with accompanying attachments (including list of Board to Directors, current operating budget, most recent audited/unaudited financial statement).
- ③ If you have any questions concerning the on-line grant application process, please contact the GCF office.

#### What we do:

- ① Once the GCF Executive Director has confirmed that your organization and your request meet the criteria outlined above, your application is circulated to the Grants Committee for review. If the Grants Committee determines that your application is potentially eligible for support, you may be contacted for more information.
- ② As part of its review process, the Grants Committee may solicit the advice of other knowledgeable individuals or organizations.
- ③ The results of the interview, along with your original application materials and any other relevant third-party advice available to us, are presented to the Grants Committee for its deliberation, following which the Committee's granting recommendations are forwarded to the Board of Directors for its review and ultimate determination.

#### Accountability:

As a matter of accountability, both to GCF donors and to its Board of Directors, the Grants Committee will undertake an appropriate review with all receiving agencies to ensure compliance with the terms under which grants were allocated and to evaluate the impact of the grant on the realization of the project objectives.

In addition, to help us evaluate our own success in achieving the mission of GCF, we are interested to know how GCF's support has assisted you in the pursuit of your objectives. To that end, we ask every recipient of a GCF grant to provide a final report at the completion of its project. We are particularly interested in knowing:

- Whether you achieved the goals for your project as you envisioned them in your original application and the means by which you have assessed the success of your project
- Specific examples of the results of your project
- The impact of your project on the improvement of life in the Guelph area
- The formation of new partnerships for your organization.

### Submit your application and supporting documentation to:

We will be accepting our Grant Program Applications through our **on-line** grant application process. This is part of our simpler, greener grants management system. Click on the application link within the **Grant Programs** page: <http://www.guelphcf.ca/CommunitybrOrganizations/GrantPrograms.aspx> to view the application and required information. If you cannot submit your application on-line, please contact our office.

The Guelph Community Foundation  
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For more information, contact us at:

☎ 519-821-9216

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