

## **Grant Guidelines**

Our Grants Program focuses on building community capacity in the greater Grand Bend area. We look for creative projects that build on existing strengths and competencies and meet community needs.

The Grand Bend Community Foundation supports registered charities (and partnerships involving at least one registered charity) in the greater Grand area, with grants in the following areas of interest:

- Children & Youth
- Family & Community
- Health & Physical Activity
- Education
- Social Services
- Preservation of the Environment
- Arts & Culture

Organizations seeking funding must demonstrate fiscal responsibility, professional management, and commitment to the Greater Grand Bend area.

Grants are awarded for new and innovative projects, usually to be completed within one year. Multi-year funding is possible and such grants are subject to periodic review.

The Foundation typically does NOT award grants for the following:

- to support ongoing operating costs
- in response to annual fund raising
- to cover debts
- to retire debt
- to create endowment funds
- for sectarian, religious or political organizations
- to individuals
- for conferences
- for programs and services outside of the Greater Grand Bend area

**Application Deadline: September 30**

## Tips for Completing the Application

- Begin by discussing your project with the Executive Director of GBCF. Email [grandbendcf@gmail.com](mailto:grandbendcf@gmail.com).
- If your organization is not a registered charity, ensure that you are partnering with an organization that is. You will need to enclose a partner agreement with your application to be eligible.
- In describing your organization, consider the following questions:
  - What is your mission and vision?
  - Who do you serve?
  - What staff do you have and what are their qualifications?
  - Who is on your Board of Directors?

Remember to include your most recent audited financial statements and Annual Report, if available.

- In describing your project, consider the following questions:
  - What is the outcome you are expecting?
  - How will it benefit the Greater Grand Bend area?
  - What need does the project meet?
  - How is your project innovative?
  - What public support is there for your project?
  - How many people will be affected by your project?
  - Are you working with other organizations that address similar issues?
  - How will your project be evaluated?
- In developing your project budget, consider the following questions:
  - What expenses are specific to enabling this project?
  - If the application is for a multi-year project, what is the budget for each year?
  - By what date are the funds needed?
  - What other funding sources do you have or are you pursuing?
  - How will you ensure the project is sustainable when the funding is complete?
  - Who in your organization is responsible for the project and what qualifications do they have?

## The Grant Review Process

- Be sure to submit your application by September 30. Late submissions will not be considered.
- Complete the application online and attach requested supporting documentation. If you are submitting your application in hard copy, please provide two copies.
- You may be invited to make a presentation to the Grants Committee. A site visit may also be required.
- Recommendations for grants are presented to the Board of Directors of The Grand Bend Community Foundation for approval.
- You will be advised by letter of the Board's decision by the end of November. The letter will outline the terms and conditions of any grant.
- You will be expected to file a final report on your project by the end of the year in which you received the grant.