



## 2018 GRANT APPLICATION

Applications for current year funding may be submitted between January 1st and 31st of each year – the deadline for applications being January 31st.

Completed applications must be submitted to [info@kitimatcommunityfoundation.ca](mailto:info@kitimatcommunityfoundation.ca), or by hard copy to: Kitimat Community Foundation  
1515 Kingfisher Avenue  
Kitimat, BC V8C 1S5

The Kitimat Community Foundation (KCF) board has appointed a Grant Awards Committee and in their Terms of Reference, upon review of your application, **they may choose to contact applicants for an interview or additional information.**

Applicants will be notified **IN WRITING** no later than March 9, 2018 on the success or denial of their application. Disbursement of funds will be upon receipt of a detailed expense report (of which a template will be provided) for prior year's grants received from KCF or March 15<sup>th</sup> if final report has already been submitted. KCF reserves the right to request receipts for funds granted up to 7 years.

Please submit the official application form as provided. Additional information may be provided on separate paper attached to the application if required.

Organizations receiving funding from KCF are required to:

- have a representative of their organization attend KCF's Grant Giving Ceremony. The KCF Board will also invite your organization to their Annual General Meeting in September.
- email high resolution (3MB or higher) digital images with captions of the activities/purchases that were funded to [info@kitimatcommunityfoundation.ca](mailto:info@kitimatcommunityfoundation.ca).

**Applicants may be asked for further information.**

### APPLICANT INFORMATION

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Revenue Canada Charity Business Number \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

BC Society Number \_\_\_\_\_

**FUNDING REQUEST INFORMATION**

Mandate of your organization. Please document how your organization meets the mandatory funding qualifications.

Please provide a description of the services you provide. This description may be used during the ACT fundraiser to describe why we are raising funds and by the Kitimat Community Foundation at our Annual spring grant giving event.

**FUNDING AMOUNT REQUESTED**    \$ \_\_\_\_\_

Please explain how these funds will be used to benefit the agency and the community of Kitimat/Kitamaat Village.

Please attach an itemized budget with totals and an explanation of how the funds are to be used.

List other funding sources.

If your organization received a grant from the Kitimat Community Foundation in 2017, please provide information of how the grant was expended and describe the outcome of receiving this funding.

## DECLARATION

The information in this application is accurate and complete. The application is made on behalf of the organization named on page 1 with its full acknowledgment and consent.

***I acknowledge that should a project be approved by the Kitimat Community Foundation the Foundation will receive from our agency/organization a report validating how the funds were spent.***

Signed \_\_\_\_\_ Print Name \_\_\_\_\_  
(must be a signing authority of agency)

Organization \_\_\_\_\_ Date \_\_\_\_\_

**In order to qualify for funding, all applicants must meet Absolute Funding Requirements as outlined on the following pages.**

**Failure to meet these requirements will result in the application being ineligible for this funding year.**

## 1. ABSOLUTE FUNDING REQUIREMENTS

### Who we will fund:

Funds will go towards local registered charities for a specific project or program, equipment and/or resources that are shown to benefit the communities of Kitimat and/or Kitamaat Village.

The criteria for funding and the amount of funding available is determined by the Kitimat Community Foundation Board (KCF) on an annual basis. In making these determinations the KCF Board will be assessing community needs and prioritizing the use of KCF funds to meet these needs. It is important to acknowledge that the KCF Board is committed to recognizing the history of ACT funding in our community and supporting those historically funded by the Aluminum City Telethon. The Kitimat Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during a grant cycle. For this coming year, a particular focus has not been determined.

The Kitimat Community Foundation can provide funding in the following areas:

Health, Education, Arts and Culture, Sports and Recreation, Local Environment, Social Services.

1.1 Preference will be given to those projects that:

- a. have broad public appeal
- b. are widely accessible to the community
- c. promote and enhance self-sufficiency within the community
- d. emphasize and utilize the skills and resources that exist in the community
- e. strengthen the social and cultural structure of the community
- f. demonstrate partnership and collaboration
- g. have a definite purpose for a specific period of time

1.2 The Board seeks initiatives which will:

- a. enhance the community structure
- b. involve individuals, groups and organizations in the community
- c. recognize the abilities, skills and resources that exist in the community
- d. respond creatively and effectively to local problems and challenges
- e. collaborate, facilitate and cooperate for the benefit of the community
- f. strengthen the social networks within the community and the commitment of its members to care for one another
- g. build on the community's social capital and civic vitality

## **2. ELIGIBILITY**

**Must meet eligibility criteria of being a qualified donee as defined by the Canada Revenue Agency.**

Community organizations, which are registered charities or qualified donees under the Income Tax Act, are eligible to apply for grants from the Foundation.

Qualified donees are registered charities, a registered Canadian athletic association, a corporation providing low cost housing for the aged, a Canadian Municipality, the UN and its agencies, some universities outside of Canada, a charity outside of Canada to which Canada has made a recent gift, Her Majesty in right of Canada, or a Province.

**For the Kitimat Community Foundation the following criteria are also applied:**

- Be a BC Registered Charitable Organization.
- Carry out its mandate within the District of Kitimat and/or Kitamaat Village, B.C.
- Not transfer the funds or assets purchased with grant funds to another agency or society.
- Submit a report outlining how previously received funds were spent.
- Complete applications by the scheduled deadline.

## **3. FUNDING GUIDELINES**

The Kitimat Community Foundation will review all applications for basic eligibility and then request a more detailed application that will be reviewed by the Grants Committee of the Kitimat Community Foundation.

Grant applicants are encouraged to participate in the production of the annual Aluminum City Telethon (ACT). Participation in this major fundraiser for the Kitimat Community Foundation will be considered when evaluating grant applications. It is encouraged that participation should be commensurate to the funding requested. On review of the grant applications a weighted score may be given to those who have participated in the ACT fund raiser.

Applicants may be contacted for additional information as necessary.

100% of funds must be kept in Kitimat/Kitamaat Village and not transferred from the receiving society to any other society, agency or branch. If the receiving organization is not directly administered in Kitimat, the application must clearly declare and agree the funding will be spent on services/equipment in Kitimat for the benefit of those living in Kitimat or Kitamaat Village.

The Kitimat Community Foundation Board of Directors is the final decision making authority regarding allocation of funds. The Executive, wherever possible, will appoint a neutral body or sub-committee to assist by making recommendations regarding the allocation of funds in order to avoid conflicts where the Executive feels that may be an issue.

### 3.1 What we will not fund:

- a. an organization's usual operational or core expenses
- b. for any expenses which predate the current grant cycle
- c. to cover deficits, retire debts or mortgage payments
- d. retroactively or any expenses incurred prior to the KCF decision date
- e. to provide for or establish endowments
- f. for sectarian, religious or political purposes
- g. major capital construction or major renovations/building repair or maintenance
- h. landscaping or structural enhancements or changes to buildings
- i. travel costs of organizations or their staff
- j. team or club sponsorships
- k. as part of an annual fund drive for sustaining support
- l. projects that duplicate services: services that provide the same basic services to the same group(s) of people as another project and/or organization (for example, two organizations, or one organization applying for two different projects to provide similar or identical services). Complimentary services may not be considered a duplication
- m. fundraising organizations whose sole purpose is fundraising
- n. only in exceptional situations will funding be for a project that is not completed in one year
- o. KCF will NOT fund training or educational events outside of Kitimat or Kitamaat Village except in exceptional circumstances where the executive has made a decision based on a request made in writing and where the executive has met to determine the eligibility of such training and education as it relates to and benefits the community as a whole, being careful not to fund a group or organization meeting their own program mandates. Education grants must meet the following criteria: 1) the education must come back as a benefit to citizens of Kitimat/Kitamaat Village; 2) The education must be available for two years after training occurs; 3) The education is not funded by other grants and the education is not a requirement of employment. Activities such as train the trainer to provide programs and services for the community as a whole may be considered, but individual staff or volunteer training will not be considered.

### CONTINGENCY FUNDS

In exceptional circumstances, applications for Contingency Funds are available outside of the normal funding application deadlines.

An application may be obtained from the Executive and upon submission will be considered at either the next regularly scheduled meeting, or by special meeting called to deal with the application.