



Applications for current year funding may be submitted between January 1st and 31st of each year – the deadline for applications being Wednesday, January 31, 2024. Completed applications must be submitted to info@kitimatcommunityfoundation.ca, or by hard copy to: Kitimat Community Foundation, Box 22, Kitimat, BC V8C 2G6

With changes to Revenue Canada's charitable giving requirements, charities as well as non-qualified donees may submit an application. The Kitimat Community Foundation (KCF) board has appointed a Grant Awards Committee to review the applications on its behalf. This group meets in February. Applicants will be notified **IN WRITING** no later than March 15, 2024, on the success or denial of their application. Disbursement of funds will be March 31st. Groups that received funding in the previous year must submit an expenditure report prior to the current year's disbursement. A report template will be provided. KCF reserves the right to request documentation of grant expenditures and requests that you retain this documentation for 7 years.

Please submit the official application form as provided. Additional information may be provided on separate pages and attached to the application. The Grant Committee may wish to clarify or request further information when they meet in February. the Board Liaison may contact you then if this the case.

Organizations receiving funding from KCF are encouraged to:

- Have a representative of their organization attend the KCF grant giving ceremony/ The KCF Board will also invite your organization to their Annual General Meeting in November.
- Email digital images high resolution (3MB or higher) with captions of the activities and/or purchases that were funded to info@kitimatcommunityfoundation.ca. The images may appear on the Foundation website and/or in your charity insert film created for the Telethon.
- Provide opportunities for your charity's funded activities and/or purchases to be filmed for the Telethon insert. Contact the Foundation to arrange.

APPLICANT INFORMATION

Organization Name _____

Address _____

Phone _____ Fax _____

Email _____

Contact Person _____

Revenue Canada Charity BN (if applicable) _____

Date of Incorporation _____

BC Society Number _____

FUNDING REQUEST INFORMATION

Mandate of your organization

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 ceremony.

ELIGIBILITY CHECKLIST (criteria attached)

- ☐ Organization is a BC registered Society
- ☐ Organization is a qualified donee or (if not officially registered) its purpose is to deliver charitable activities as per Revenue Canada’s definition (BILL S-216)
- ☐ Organization carries out its mandate within the District of Kitimat and/or Kitamaat Village
- ☐ Organization participated in the production of the Annual Telethon

FUNDING AMOUNT REQUESTED \$_____

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

In consideration of the generous support of our community in pledging to ACT we encourage, whenever possible, to shop locally.

List other funding sources

If your organization received a grant from the Kitimat Community Foundation in 2023, please provide information of how the grant was expended and describe the outcome of receiving this funding, include photos if appropriate.

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 my agency/organization a report validating how the funds were spent.

Signed _____ Print Name _____
(Must be a signing authority of agency)

Organization _____ Date _____

GENERAL FUNDING PHILOSOPHY

The Kitimat Community Foundation may provide funding in the following areas:
Social Services, Health, Education, Arts and Culture, Sports and Recreation,
Local Environment for projects/programs/services 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
- h. enhance the community structure
- i. involve individuals, groups and organizations in the community
- j. recognize the abilities, skills and resources that exist in the community
- k. respond creatively and effectively to local problems and challenges
- l. collaborate, facilitate and cooperate for the benefit of the community
- m. strengthen the social networks within the community and the commitment of its members to care for one another
- n. build on the community's social capital and civic vitality

ACT FUNDING

Funds will go towards local registered charities or groups providing charitable services. Funds can be used to pay wages, supplies/resources or equipment; that are shown to benefit the community 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 fundraising in our community and supporting those services historically funded by the Annual Community Telethon.

ELIGIBILITY

Must meet eligibility criteria of being a qualified donee as defined by the Canada Revenue Agency and Bill S-216

Bill S-216 <https://www.parl.ca/DocumentViewer/en/44-1/bill/S-216/third-reading>

Canada Revenue Agency <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/qualified-donees.html>

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

Participation in the production of the Telethon will be considered when evaluating grant applications. When the value of the requests is greater than the funds available, the Board will review the grants given to the previous year's recipients and determine a fair and equitable distribution for the current year's available funding.

All grants awarded must directly benefit Kitimat/Kitamaat Village and not be transferred 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 and will remain 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.

Applications will be checked for basic eligibility and then submitted to the Grants Committee for detailed review and recommendation. Applicants may be contacted for additional information if necessary.

3.1 What we will not fund:

- a. core organization operating expenses
- b. 100% of equipment or programs
- c. any expenses which predate the current grant year (January to December 2024)
- d. coverage of deficits, retire debts or mortgage payments
- 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 (meaning anything that is considered to be a usual and expected cost of doing business or improving an asset not owned by the Agency)
- h. landscaping or structural enhancements or changes to buildings
 - o exception: changes required for health or ease of access
- i. travel costs of organizations or their staff
- j. team or club sponsorships
- k. 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 approved for a project that is not completed in one year
- o. KCF will not fund training that is considered to be a condition of employment or be specific to the applicant's core operations. It is preferred that training, education, workshops be provided within Kitimat/Kitamaat Village to allow the community to attend. Out of town training may be considered if this is not an option.

EXTRAORDINARY REQUESTS

In exceptional circumstances, applications for additional funds may be available outside of the normal funding period.

Upon submission, the request will be considered at either the next regularly scheduled meeting of the Foundation Board of Directors, or by special meeting called to deal with the application.