GENERAL FUNDING PHILOSOPHY

The Kitimat Community Foundation may provide funding in the following areas: Social Services, Health, Education, Arts and Culture, Sports and Recreation and 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

ELIGIBILITY REQUIREMENTS

- Registered charities that support Kitimat and Kitamaat residents through particular projects, programs, equipment, and resources.
- Organization must meet eligibility criteria of being a **qualified donee** as defined by the Canada Revenue Agency.

*A **Qualified donee** is an organization that is listed in the CRA's database of qualified donees and this includes registered charities. A qualified donee can issue official donation receipts for gifts it receives from individuals and corporations. More information check:*

Canada Revenue Agency

https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/qualified-donees.html

GRANT APPLICATION CRITERIA

- Funds will go towards **registered charities** that support the Kitimat and Kitamaat Village residents through particular projects, programs, equipment, and resources.
- 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.
- 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. 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.
- All grants awarded must directly manage by Grantee and not be transferred to any other society, agency or branch.
- 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.

ELIGIBLE EXPENSES

Funds can be used to pay expenses of programs or projects that are shown to benefit the community of Kitimat and/or Kitamaat. Examples of qualifying costs are wages, materials, resources, or equipment that are obviously tied to:

- **A project:** short-term effort to make a one-of-a-kind service. It has a predetermined timeline, clear beginning and end, fixed budget, and distinct deliverable. Only in exceptional situations will funding be approved for a project that is not completed in one year.
- **A program**: ongoing set of planned activities or services that the organization provides to achieve its mission and goals. Programs are strongly connected to the organization's mission and are conducted to achieve specific outcomes.

INELIGIBLE EXPENSES

- Core operational expenses. In a charity organization, core operational expenses refer to the basic costs necessary for the organization to function, such as insurance, rent, office supplies, staff salaries, technology, etc.
- Expenses that predate the current grant year application.
- 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).
- Coverage of deficits, retire debts or mortgage payments.
- To provides for or establish endowments.
- Team or club sponsorships.
- For sectarian, religious or political purposes.

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.

TIMELINE

- Applications for current year funding may be submitted between January 1st and 31st of each year. Completed applications must be submitted to info@kitimatcommunityfoundation.ca, or by hard copy to: Kitimat Community Foundation, Box 22, Kitimat, BC V8C 2G6
- The Kitimat Community Foundation (KCF) board has appointed a Grant Awards Committee to review the applications on its behalf. This group meets in February.
- Please submit the official application form as provided. Additional information may be provided 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.
- Applicants will be notified IN WRITING no later than March 15th, on the success or denial of their application.
- Disbursement of funds will be March 31st. The KCF Board will invite all the recipient's organization to a KCF grant giving ceremony. A representative of their organization must attend.
- Organizations that received financing in the previous year must file an expenditure report by January 31st of each year. The expenditure report must be submitted before or alongside the current grant year's application.

- KCF reserves the right to request documentation of grant expenditures and requests that you retain this documentation for 7 years.

Organizations receiving funding from KCF are encouraged to:

- Participate in the production of the annual fund-raising event, the community telethon.
- Attend the KCF Annual General Meeting in November or have a representative of their recipient's grant organization attend.
- Email digital images high resolution 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.