



General Guidelines for Granting by the Grand Bend Community Foundation

Our Grants Program focuses on building community capacity in the greater Grand Bend area. We look for creative projects designed to encourage new ideas and to meet community opportunities. Each community boasts a unique combination of strengths, resources, and talents upon which to build its future. These are “community assets” and can be institutional, organizational, or individual assets. Capacity building refers to developing or acquiring assets - the skills, competencies, tools, processes, and resources - needed to improve the ability of organizations to achieve success.

The Grand Bend Community Foundation supports registered charities 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, to be completed within a specific time frame. Multi- year funding is possible, and is subject to periodic review. New and innovative projects may be funded for a limited time period.

Capital projects may be considered.

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 endowment funds
- to sectarian, religious or political organizations
- to individuals
- for conferences
- for programs and services outside of the greater Grand Bend area

Current Application Deadline: September 30

www.grandbendcommunityfoundation.ca

P.O. Box 1150, Grand Bend, Ontario, N0M 1T0 • Telephone 519 238 2190

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Principles that Guide the Work of the Grand Bend Community Foundation

Community foundations are accountable to the public, and as civic leaders should engage in practices that are open, accessible, fair, objective and timely. These principles guide the work of the Grand Bend Community Foundation.

1. ***Building Community Capacity*** – We will nurture and build on our community's strengths and assets. Communities are strengthened by initiatives which increase the capacity of organizations and individuals to respond to challenges and opportunities, develop local leadership, promote self-reliance, emphasize prevention and mobilize civic participation and resources.
2. ***Understanding the Changing Nature of our Communities*** – To be strategic in all of our activities, we need to know our communities well. This involves spending time in community consultation, making ourselves available for discussion, being active participants in the community, monitoring local and national trends and being aware of the impact of change in our communities.
3. ***Creating Opportunities for Dialogue*** – Because of our broad mandate to nurture a healthy and vital community, we will bring together people with different ideas and points of view and create opportunities for respectful dialogue on issues of importance to our community.
4. ***Developing Partnerships*** – Since more can be accomplished when acting together, we will form, encourage and support partnerships among individuals, neighbourhoods and community groups, service clubs, foundations, professional advisors, businesses, governments, the media and others, based on shared vision and mutual responsibility.
5. ***Reflecting Diversity*** – We believe there is strength in diversity and that our community will be better served when we understand different points of view and consider the broader community in our deliberations and decision-making.
6. ***Establishing an Effective and Imaginative Grants Program*** – We will strive to continually improve our skills as grant makers, making a visible and lasting difference in our community through a granting program that is balanced, flexible creative and responsive.
7. ***Evaluating and Sharing Results*** – We will evaluate our activities to improve our skills and knowledge and we will share key findings with others.
8. ***Implementing Responsive and Accountable Processes*** – We will engage in practices that are open and accessible, fair and objective, flexible and timely with grant seekers, donors, volunteers and others in the community. This is essential to our role as credible and reputable stewards of community resources.
9. ***Balancing Our Resources*** – Because our fund development, grant making and other community leadership activities are independent, we will commit and



Grant Application Guidelines

Please provide the following information to the Grand Bend Community Foundation in order that your application may be considered:

- Name, address, telephone, fax number and email address
- Contact person and title
- Revenue Canada charitable number
- Amount of grant request
- Executive summary of project

PROJECT DESCRIPTION:

Project Objectives

Describe the outcome you are expecting. How will it benefit the greater Grand Bend area? What need does the project meet? Is your project innovative? What public support is there for your project? What are the indicators? How many people do you anticipate being impacted by your project?

Project Budget

Provide appropriate details. If the application is for a multi-year project, indicate budget for each year of the request. By what date are the funds requested?

Other funding sources for your project

What additional funding sources do you have and are these sources confirmed? What future funds are needed to ensure the project's success and where will these funds be obtained? Has your project been declined funding and if so, by whom? What long term sources of funding do you envisage, if appropriate?

Who in your organization has responsibility for your project?

Please outline the qualifications of those individuals responsible for the success of your project.

Are other organizations addressing the issues relevant to your project?

If so, how are you working with them? Please provide their names and telephone numbers, if applicable.

How will your project be evaluated and by whom?

Please also include the time frame for the evaluation process.

YOUR ORGANIZATION DESCRIPTION:

- What is your Mission?
- Describe the staffing in your organization
- List your Board of Directors
- Provide most recent audited financial statements
- Provide your latest Annual Report, if available



PROCEDURES

You are encouraged to discuss your project with The Grand Bend Community Foundation staff before submitting an application.

If you think your project fits the guidelines, please complete the Grant Application form and send two copies with a list of your Board of Directors to the Grand Bend Community Foundation. Please send two copies of your financial statements and your most recent Annual Report.

You may be invited to make a presentation to the Grants Committee. Also, a site visit may 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.

In submitting your application, ensure you have:

1. attached financial statements for last complete year
2. attached operating budget for the requested term of the grant
3. filled in all requested information regarding your organization
4. been clear about the amount requested
5. been specific on what the grant will be used for
6. been clear on how this expenditure will be used to meet new or emerging needs or supplementing current needs
7. included clear guidelines as to how you propose your activity will become self-sustaining
8. listed precisely how you plan to evaluate the effectiveness of this grant in achieving your stated activity. The Grand Bend Community Foundation expects you will file an interim or final report within six months. Failure to comply with this requirement will be taken into account in dealing with any future requests for funds.

Is this grant included in your attached operating budget? Yes No

DEADLINE: September 30. Please send in your application as early as possible before the deadline. No late submissions will be considered

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