

	Quesnel Community Foundation	Approved	March 2012
	Grants Policy	Revised	June 2018
		Revised	November 2018
		Revised	January 2020
		Revised	October 2022

The Board of Directors of the Quesnel Community Foundation, having the authority, hereby gives the responsibility to the QCF Grants Committee to carry out the Foundation’s work as it relates to Grants.

INTERPRETATION:

- ◆ The Committee will include a minimum of three (3) members of the QCF Board of Directors, one Director will sit as Chair of the Grants committee.
- ◆ The Committee will have a maximum of nine (9) members, five (5) who will sit as community volunteers. These members should reflect a diversity of ages, ethnic background, geographic background, professional and experiential background.
- ◆ Grants Committee members, as recommended by the committee chair and appointed by the board, will have voting privileges.
- ◆ A quorum shall be six (6) voting members and minimum two (2) QCF Directors.
- ◆ The Committee will review each application as a group and produce a list of recommended grants. This list will be presented to the Board of Directors at the next scheduled Board meeting for discussion and ratification.
- ◆ The Foundation grant application form, application process, and follow-up procedures are all in keeping with the Mission and mandate of the Foundation.
- ◆ Term for Community members is maximum seven (7) years.
- ◆ This policy reflects the Foundation’s Mission Statement.
- ◆ This policy reflects the Foundation’s Value Statements.

Grant Committee Guidelines

- ◆ The grants committee will meet at least twice each fiscal year to review grant applicants. Deadlines for Grants to be received for each year’s cycle will be posted to the website November 1 when the grant cycle opens, and a deadline established in January.
- ◆ The QCF Board will review and revise practices and policy of the Grants process when necessary.
- ◆ The QCF Board may also review special discretionary grant requests outside of the Grants cycle.
- ◆ The Grants Committee Chair has the authority to grant extensions up to six months for grant recipients without Board approval but must inform the Board of any such extension. Beyond six months the Board must pass a motion for an extension.