



## Funding Guidelines 2018

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### **WHAT IS THE QUESNEL COMMUNITY FOUNDATION?**

The Quesnel Community Foundation, a non-governmental community foundation, was founded in 2001 to give area residents a secure program for providing an endowment to permanently enrich the quality of life in the region. It takes a long-range view of fundraising. When a fund is established, the money is invested and the foundation disburses the income earned to a wide variety of projects. Donations to the Foundation are an opportunity to provide a lasting gift to the community.

### **MISSION STATEMENT**

The Quesnel Community Foundation exists to meet the needs of our community through the growth and management of permanent endowment funds.

Our goal is to use the income from these funds to distribute grants that respond to a broad range of community needs.

We as responsible volunteers are dedicated to enhancing the quality of life within our community.

### **VALUE STATEMENTS**

The Quesnel Community Foundation believes:

- We have both an opportunity and a responsibility to provide leadership in the spirit of giving.
- The endowment fund is a resource to benefit the people of Quesnel and the North Cariboo, and we commit to manage these funds in a responsible manner.
- In an open, respectful, and ethical approach towards all who come in contact with the foundation.
- Our policies, programs and practices should enable and encourage human growth and dignity, inclusiveness, fairness and the equality of all people.
- In working as a link within the charitable sector to strengthen community capacity and volunteerism and to find solutions to mutual challenges.
- In partnerships that seek consensus and respect the integrity and autonomy of participants.
- In encouraging and nurturing pride in our community.

## MODE OF OPERATION

The Board represents a broad segment of the population of the City of Quesnel and the North Cariboo. Directors are responsible for establishing and implementing the policies and practices of the Foundation. They also rely on assistance from a coordinator and volunteers on various committees that are chaired by a foundation director (e.g. Fund Development Committee, Investment Committee, Grants Committee, etc).

Applications for funding are assessed by the Foundation's Grants Committee and external advisors, where appropriate. The Board of Directors approves the Grants Committee's recommendations for awards. Administrative support to the Foundation is provided by the City of Quesnel.

## ELIGIBILITY

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

Please note: Non-profit society registration in British Columbia does not, in itself, qualify an organization as a registered charity.

To apply for registered charitable status, contact the Charities Directorate of the Canada Revenue Agency at 1-800-267-2384 or visit their website, [www.cra-arc.gc.ca/](http://www.cra-arc.gc.ca/) and use the Search function for "Charities"

Applications from an organization that does not yet have charitable status may be considered if the applicant organization partners with a registered charity that will receive the funds for the proposed project. **The relationship must be a formal arrangement set out in writing between the registered charity and the applicant organization.**

For more information, visit our website, [www.quesnefoundation.ca](http://www.quesnefoundation.ca), tab Receiving and "How To Receive Grants"

## FUNDING CATEGORIES

The Quesnel Community Foundation supports a broad range of projects that offer a service to the community or approach a community challenge or concern in an innovative fashion.

Projects approved for funding will encompass one or more of the following categories:

- **Recreation**
- **Education**
- **Environment**
- **Arts**
- **Social Services**

## ELIGIBLE REQUESTS

Preference will be given to new initiatives that:

- have broad public appeal;
- are widely accessible to the community;
- promote and enhance self-sufficiency within the community;
- emphasize and utilize the skills and resources that exist in the community;
- strengthen the social and cultural structure of the community;
- demonstrate partnership and collaboration;
- will realize a significant result with the funding;
- have a definite purpose and a clear timeline;
- respond creatively and effectively to local problems and challenges;
- build on the community's social capital and civic vitality, and
- agree to a commitment for project evaluation and assessment.

**Please note the Foundation accepts a maximum of one Project Proposal per community organization per year.**

Organizations must demonstrate effective management and fiscal responsibility. Grants are not made to individuals or businesses. The Quesnel Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during a grant-making period. These directions will be identified in the material inviting Project Proposals and/or Applications.

### INELIGIBLE REQUESTS

Projects will not be considered eligible if:

- funds requested are an organization's usual operational or core expenses;
- funds are for any expenses which predate the award;
- funds are used to cover deficits, retire debts or mortgage payments;
- funds are to provide for or establish endowments;
- funds are used for sectarian, religious or political purposes;
- funds are used for travel costs;
- funds are used for team or club sponsorships;
- funds are part of an annual fund drive for sustaining support;
- the organization shows a dependency on future funding;
- the project duplicates services provided by other organizations;
- organizations are totally government funded or directed, or
- without good reason, the project cannot be completed by the end of the calendar year.

### THE APPLICATION PROCESS

There is a four-stage process for the submission of grant applications. First, submit a Project Proposal to allow the Grants Committee to determine the eligibility of your project. The second stage requires the submission of a full Application. The third stage involves the funding of your project in conjunction with the execution of a Grant Contract. The fourth and final stage is the completion of your project and the submission of your Final Report.

#### ALLOW THREE MONTHS

Applicants should allow for six to twelve weeks from submission of a Project Proposal to confirmation of grant approval in mid-March.

#### STAGE ONE:

##### **Project Proposal (Letter of Intent)**

Complete and submit the Project Proposal (Letter of Intent) form that is available on the website. If you are not able to access the form, please contact the Foundation for assistance. **All Project Proposals must use the format provided** – additional documentation is not necessary and will not be considered.

#### STAGE TWO:

##### **Grant Application**

If your Project Proposal meets the Foundation's eligibility guidelines *and* has a reasonable chance of success, your organization will be invited to submit a full Application.

**All Applications must be in the format provided** – the Application form will be emailed to you.

Please note the invitation to submit an Application is not a guarantee of funding; even if successful, partial funding is a strong possibility. Upon receipt, your Application will be considered by our Grants Committee which, through the Foundation Coordinator, may seek further details to ensure full understanding of your organization and project in order to make a sound recommendation to the Foundation Board of Directors.

The Foundation Board of Directors makes the final decisions, and may suggest extraordinary terms and conditions of any award.

### **STAGE THREE:**

#### **Award and Contract signing**

If your Application is successful and a grant is awarded, a Grant Contract will be drawn up covering the following:

- The appointment of a Grant Liaison who will be your primary contact as your project progresses;
- The support received from the Quesnel Community Foundation will be publicly acknowledged, with permanent recognition that includes our logo where possible;
- Interim and/or Final Reports will be submitted to the QCF Board of Directors - including financial data, documentation for assessment and evaluation purposes, and photographs;
- The Quesnel Community Foundation Board of Directors must pre-approve any changes in the project;
- Responsible and accountable fiscal management of the project in progress will be maintained and available for review; and,
- If goods or services to complete the project are available in Quesnel/the North Cariboo, please use local resources whenever possible. Applications that do so will be given a higher priority.

Your organization will be expected to send one representative (generally your main project contact) to a Grants Reception, date and venue to be advised, immediately prior to which is when the Grant Contract will be signed.

### **STAGE FOUR:**

#### **Final Report**

When your project is complete, you will submit a Final Report to the Foundation via your Grant Liaison.

### **PLEASE NOTE**

**The completion of these four stages ensures the Foundation meets CRA requirements concerning its own charitable status as well as providing the basis for sound financial management. Failure to complete any stage to the satisfaction of the Foundation may jeopardize the ability of your organization in seeking funding at a future date.**

### **IMPORTANT DATES TO REMEMBER**

#### **Deadline for Project Proposals:**

5:00 pm, Friday January 12, 2018

#### **Deadline for completed Applications:**

5:00 pm, Friday, February 16, 2018

#### **Board Approval:**

March 2018 – date to be determined

#### **Confirmation of Applications:**

March 2018, following Board Approval

### **Questions? Please contact**

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