

Golden & District Community Foundation Community Grant Program

2017 Project Application Policies & Guidelines

Program Description

The Golden & District Community Foundation (GDCF) invites local registered charities to submit project proposals for funding consideration under the GDCF's Community Grant Program.

- The objective of this Program is to provide Community Foundation funds to registered charities for projects, which are identified as priorities within the Town of Golden and CSRD Electoral Area A. Eligible projects must be to the benefit of residents in the Golden or Area A.
- Allocations made to organizations are for meeting community/public needs rather than private needs.
- Successful project proposals will be subject to a contractual agreement. Not meeting the terms and conditions of this agreement may jeopardize current and future funding to the applicant organization through this program.
- All projects must be completed and final reports received by September 30, 2018.
- If successful in attaining GDCF grant funds, you must spend the funds and prepare a Final Report according to Section D – Project Budget Information and the terms of the contractual agreement. You must provide copies of invoices/receipts with your Final Report to verify how you spent GDCF grant funds.
- The GDCF maintains the right to audit projects at any time.

Program Areas of Focus & Process

GDCF Mission

Our mission is to attract and effectively grow permanent funds; provide leadership and administration that helps in addressing significant community needs; and help donors fulfill their philanthropic interests.

GDCF Purpose

The purpose of the Foundation is to support programs, which advance the widest ranging community improvements in such areas as arts and culture, health and social services, heritage preservation, community facilities and programs, education, sports and recreation.

Grants Advisory Committee & Process

The Committee has adopted a sound and fair granting protocol where grant applications are systematically graded to ensure that projects with the greatest need and the greatest chance of success are supported. This Committee provides funding recommendations to the Foundation Board of Directors for ratification. Grant decisions are expected in December.

Guidance from Golden & Area A’s Vital Signs

The Grants Advisory Committee will use the *Golden & Area A’s Vital Signs 2017 Report* for guidance when reviewing applications. Nearly 600 survey respondents evaluated the performance of 13 issue areas, which impact our residents’ quality of life. A project team collected further research to help inform our citizens and decision-makers how we were performing and provided guidance on ways to take action. It is strongly suggested that grant applicants review this Report and ensure that their project and application addresses improvements in one or more issue areas.

Golden & Area A’s Vital Signs Issue Areas & Deep Data

<input type="checkbox"/> Housing – 1 st Citizen Priority	<input type="checkbox"/> Safety – 6 th	<input type="checkbox"/> Getting Around – 11 th
<input type="checkbox"/> Health – 2 nd Priority	<input type="checkbox"/> Environment – 7 th	<input type="checkbox"/> Arts & Culture – 12 th
<input type="checkbox"/> Work – 3 rd Priority	<input type="checkbox"/> Getting Started & Staying – 8 th	<input type="checkbox"/> Belonging & Leadership – 13 th
<input type="checkbox"/> Economy – 4 th	<input type="checkbox"/> Learning – 9 th	
<input type="checkbox"/> Recreation & Leisure – 5 th	<input type="checkbox"/> Gap Between Rich & Poor – 10 th	

For specific local data, visit <http://goldencommunityfoundation.ca/vitalsigns.html>

Scholarships and grants given directly by the GDCF to individuals for a period of one year prior to taking over one of the following positions and for a period of two years after leaving one of the following positions: directors, employees, contractors, and their spouses, children, sibling and parents, are not eligible for scholarships or grants given directly by the GDCF to individuals.

Instructions

All Project Applications must be legibly typed on the official application form. The type/font used must be readable. No other form of application will be eligible or evaluated. Application forms can be downloaded from www.goldencommunityfoundation.ca. All material and supporting documents must be submitted as one email/submission.

- Applications must be received by via email to admin@goldencommunityfoundation.ca by **12:00pm (noon) local time Tuesday November 21, 2017** with the submitting organization and project name typed in the subject line. No other form of submission will be accepted.
- Applications will be considered from registered charities or sponsoring registered charities as per the CRA guidelines for Community Foundations.
- For very large projects it is recommended that if the work can be broken down into separate projects, the applicant should make separate applications. Applications for multi-year funding will not be eligible or evaluated.
- All fields of the application form must be completed in full and use Project Budget Information fields as provided. If a section does not apply to your project, complete with “N/A” for not applicable. Incomplete or late applications will not be accepted.
- Attachments must be limited to a maximum of five pages. Only the first 5 pages of attachments will be reviewed in the adjudication process, cover letters included.
- The Application form is also to be used for the Allen Williams Memorial Fund for Search and Rescue Initiatives.

Support

- To access fillable forms in Portable Document Format (PDF), you will require an Adobe Reader version 8 or higher installed on your computer (PC or Mac). If you do not have the required software, it is available for free download from www.adobe.com.
- To review a sample Project Budget Summary, please see the next page.

- For more information, please contact Joy Orr at 250-344-8610, email admin@goldencommunityfoundation.ca or visit www.goldencommunityfoundation.ca.
- The Golden & District Community Foundation gratefully acknowledges the financial support of every one of its donors.

Sample: Project Budget Summary “New Specialized Park”

Project Budget Summary					
Expense Type	Component Expenses	Requested GDCF Funds	Other Funds	Source of Other Funds	Total Cost of Component
Salary/Benefits <i>(Wages and salaries must be project specific and contracted for a specific time period.)</i>	Project Coordinator (\$50/hr x 8 hrs/wk x 5 wks)	\$1,000	\$1,000	Organization’s Reserve Fund	\$2,000
Professional Fees	Consultant’s Report	\$2,000	\$2,000	Local Volunteer Club	\$4,000
	Design	\$1,000	\$4,000	N/A	\$5,000
Expenses	Permit	\$350	\$0	N/A	\$350
	Land (100’ x 35’)	\$0	\$70,000	Bequest	\$70,000
	Site Preparation	\$1,000	\$1,000	Donation of work in kind from XYZ contractor	\$2,000
	Project-specific materials (100 units)	\$1,000	\$2,000	Donation in kind from ABC Supplies	\$3,000
	Installation of materials (\$30/hr x 100 hrs)	\$2,000	\$1,000	Donation in kind from B2C Installations	\$3,000
	Finishing (\$50/hr x 20 hrs)	\$500	\$500	Donation in kind from 3D Contractor	\$1000
	Signage (\$475 per 4’x8’ Crezone sign and graphics x 2)	\$150	\$800	Donation in kind from A1 Signs	\$950
	Wiring	\$100	\$300	Donation of materials from Y/N Electrical	\$400
	Lighting (\$100 per light x 10 lights)	\$0	\$1,000	Donation in kind from XP Hardware	\$1,000
	Advertising (2 ½ page ads in local paper)	\$200	\$0	N/A	\$200
	Grand Opening Event (DJ, food, invitations)	\$100	\$100	Donation in kind from HILO Event Planners	\$200
	Level 1 Training Course for staff, members	\$0	\$3,495	Grant from National Association of Trainers	\$3,495
	Funding Totals:	\$8,400.00	\$86,195.00		\$94,595.00

↑ Use this amount to complete #14 of Section A.