	<b>Prince George Community Foundation Governance Document</b>		
	Subject:	Date Created	2005
	<b>Grant Guidelines</b>	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021	

The Prince George Community Foundation offers grants to charitable organizations performing worthwhile projects to enhance the quality of life in the City of Prince George.

### **Eligibility**

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

Organizations which are not registered charities or qualified donees with the Canada Revenue Agency can be eligible to apply for grants from the Foundation through formalized partnership with an agency that is a CRA registered charity.

The registered charity must: a) agree to having their charitable registration number used on the application, b) accept any flow-through funds on behalf of the applicant, and c) provide a letter stating their agreement to the grant application. The letter MUST be included in the application.

An organization can apply once per grant cycle. Applicants are eligible for funding for the same or similar project 2 times in a 5-year period.

Grants are not made to individuals or businesses.

Organizations must demonstrate effective management and fiscal responsibility.

Past grant recipients must have submitted all previous final reports to the Prince George Community Foundation, along with evidence of recognition. Applicants will not be eligible to apply if this is not completed.


### **Grant Cycles and Application Deadlines**

There are two granting cycles per year; Spring and Fall. Current deadlines are listed on the PGCF website.

Spending of granted funds can begin upon approval, and the project must be completed within 12 months of the declared start date on the application. Final reports are due 3 months after project completion date.

### **Grant Type and Amount**

The Prince George Community Foundation offers grants up to \$10,000 for eligible applicants. Partial funding may be considered depending on the number of applicants and quality of proposals.

	<b>Prince George Community Foundation Governance Document</b>		
	Subject:	Date Created	2005
	<b>Grant Guidelines</b>	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021	

## **What We Fund**

Funding is intended to cover projects that are incremental to an applicant's core operations and are carried out over a specific timeframe. Projects considered for funding will encompass one or more of the following themes:

- Health;
- Education;
- Arts and Culture;
- Sports and Recreation;
- Local Environment; or
- Social Services.


The Prince George Community Foundation supports a broad range of projects that encompass one or more of the following characteristics:

- provides a service to the community;
- approaches a community challenge in an innovative fashion;
- enhances the physical, mental and/or emotional health and wellbeing of members of the community; or
- strengthens the social, cultural, and/or environmental structure of the community.
- demonstrates inclusivity, accessibility, and diversity of the community

The Board seeks initiatives which will:

- enhance the community structure
- involve individuals, groups, and organizations in the community
- recognize the abilities, skills and resources that exist in the community
- respond creatively and effectively to local problems and challenges
- collaborate, facilitate and cooperate for the benefit of the community
- strengthen the social networks within the community and the commitment of its members to care for one another
- build on the community's social capital and civic vitality

The Prince George Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during any grant cycle.

	<b>Prince George Community Foundation Governance Document</b>		
	Subject:	Date Created	2005
	<b>Grant Guidelines</b>	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021	

## **Criteria**

Grant applications will be assessed against the following criteria:

### **A. Community Focus Factors:**

- **Organization's Mission and Mandate:** The project fits the mission and mandate of organization.
- **Evidence of Need:** The project application provides evidence of or clearly explains the need for the project.
- **Collaboration & Partnership:** The project involves partnership and collaboration with at least one other partner within the community.
- **Utilization of Local Resources:** The project emphasizes and utilizes the skills and resources that exist in the community including using, enhancing, mobilizing or expanding the skills capacities and assets of local people.
- **Reach:** The project outcomes will be widely accessible to the members of community of Prince George or to a number of the members of a specific community within Prince George.
- **Appeal:** The project would be seen by the community to be of value to the larger community or to a smaller community within it.

### **B. Feasibility Factors:**


- **Plan:** The project plan is well-defined and detailed with clear timelines. The concept is well developed with concrete, time-limited aims and objectives.
- **Staff and Volunteer Capabilities:** The expertise of the staff and/or volunteers is well-suited to the project.
- **Budget:** Reasonable & realistic amounts have been requested for activities proposed.
- **Funding Sources:** The budget lists at least one other confirmed funding source or in-kind contribution<sup>1</sup>, or demonstrates how the applicant will cover the funding shortfall while still demonstrating financial need.

### **C. Achieving Results:**

- **Performance Measures:** The project application describes the way the project success will be evaluated.
- **Impact:** The extent to which a project will benefit a target population group or an environmental area will be clear.
- **Value for Money:** The project will realize a significant result with a moderate amount of funding

---

<sup>1</sup> In-kind contributions may include contributions of services, materials or equipment but are not generally considered to include volunteer labour unless provided by a third-party organization.

	<b>Prince George Community Foundation Governance Document</b>		
	Subject:	Date Created	2005
<b>Grant Guidelines</b>		Revisions: October 2007, September 2013, September 2015, January 2020, June 2021	

## **Ineligible Requests**

\*Note to prior applicants: Grant applications will not be reviewed for applicants with overdue Grant Final Reports for past applications, nor for applicants who do not send evidence of recognition to the Prince George Community Foundation.

Projects cannot be considered eligible if funds requested will be used for:


- an organization's usual operational or core expenses requested in this application cannot exceed our maximum allowance of 7%, such as heat, light, rent, or existing staff salaries
- projects can only include costs that are *incremental* to an organization's existing operations;
- any expenses which predate project approval during the current grant cycle;
- covering deficits or retiring debts or mortgage payments;
- providing for or establishing endowments;
- activities of religious organizations that serve primarily their membership and/or for direct religious purposes;
- travel costs;
- team or club sponsorships;
- annual funding drives;
- projects that duplicate services provided by other organizations;
- school-lead programs or programming, and school construction, including playground equipment; and
- improvements or additions to land or property which might revert to private ownership.

## **The Application Process**

The completed Grant Application will define the scope and guidelines of the proposed project.

An electronic submission of the grant application must arrive at the Prince George Community Foundation Office by the deadline date (or the closest working day after the deadline date if it falls on a weekend or holiday). Applications received after these deadline dates will be processed with the next cycle. Electronic acknowledgment of receipt will be provided when grant applications have been submitted.

The Grant Committee will carefully review applications and make award recommendations to the Foundation's Board of Directors. The Board of Directors makes final decisions on grant awards in December (Fall Cycle) and April (Spring Cycle).

	<b>Prince George Community Foundation Governance Document</b>		
	Subject:	Date Created	2005
	<b>Grant Guidelines</b>	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021	

Applicants will be notified soon after adjudication is complete and Grants awards have been finalized.

The Prince George Community Foundation appreciates the opportunity to consider all proposals. The Foundation receives a large number of requests and may regretfully have to decline many commendable proposals. A declination in no way indicates a negative assessment of any organization or proposal, and the Foundation truly hopes that all applicant endeavors are successful. Over subscription to our Grant program speaks to the overwhelming needs of our community and our desire to respond to them in a balanced and equitable manner.

**NOTE:**

- The Grant Application form **MUST** be completed in full and be legible.
- An electronic version of the complete Grant Application must be EMAILED to: [info@pgcf.ca](mailto:info@pgcf.ca)
- Applicants have 12 months from their specified start date to complete the project once approved.
- By submitting the Grant Application form all Applicants agree that:
  - Any support received from the Community Foundation will be publicly acknowledged and copies of such recognition will be shared with the Foundation.
  - A final report on the project will be submitted to the Prince George Community Foundation within 3 months of their specified project end date.

Please note: We are pleased to answer inquiries regarding your application up to 1 week prior to the Grant Cycle deadline. Please contact our office at 250-562-7772 or email [info@pgcf.ca](mailto:info@pgcf.ca).