

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

COMMUNITY FUND STATEMENT OF GRANTING POLICY AND GUIDELINES

The policy is designed to guide the Grants Committee, Board of Directors and staff with granting procedures when dealing with the Foundation's Community Fund, also known as the undesignated fund.

GRANTING POLICY

Granting refers to the use of a portion of the investment earnings of permanent endowment funds to provide financial support to qualified community groups whose activities advance the objectives of the Selkirk & District Community Foundation.

The objectives are to support and assist social services, culture, health, education, environment, arts, heritage, scholarships, seniors' services and youth activities in City of Selkirk, R.M. of St. Andrews and the R.M. of St. Clements.

- Grants can be made only to non-profit organizations with a Canada Revenue Agency charitable registration number.
- Grants are awarded for definite purposes and for projects covering a specific period of time.
- Grant priorities are reviewed in an effort to reflect the needs and wishes of the community in relation to funds available for distribution.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.
- Grant applications will be accepted throughout the year; however there are two separate intakes. The Fall intake involves projects or programs occurring between the months of October and March, with an application deadline of September 30th. These granting decisions are made by December 31st. The Spring intake involves projects or programs occurring between the months of April to September, with the application deadline of February 28th. These granting decisions are made by May 1st.
- Applications are acknowledged upon receipt.

- Successful applicants are required to provide a post event report along with proof of paid expenditures. Grants will only be paid after this report is received. The report is required within 24 months from the date the grant is awarded. Should this not be achievable the successful applicant may be allowed an extension to the Foundation's fiscal year-end of June 30th.
- The Foundation reserves the right to publish photos and names of individuals and organizations in its annual report and promotional displays.
- Successful applicants are eligible to apply for future funding after any previously approved grants have been completed and processed.
- Any proposed alteration or extension to an approved project must be presented in writing to the Selkirk & District Community Foundation.
- The Foundation may, upon recognition of community need, approach qualified recipients with financial support (proactive grantmaking).
- In funding large projects, the Foundation may pledge multi-year grants and/or enter into funding partnerships with other organizations and funders.
- Grants are approved by a majority vote of the Board of Directors.

The Foundation does not award grants:

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|---------------------|--|
| For operating costs | For annual fund drives |
| To cover deficits | To retire debts |
| For endowment funds | For sectarian, religious or political purposes |

GRANTS COMMITTEE

In order to implement the policies and guidelines contained in this document, a Grants Committee shall be formed. The Grants Committee will be a standing committee of the Foundation and shall be comprised of:

- Four Directors – appointed by the Board, one to be Chair
- Two members of the Public (if deemed necessary)
- Executive Director
- Chair of the Foundation- Ex Officio

The duties of the Grants Committee shall be as follows:

- To read the summaries prepared by the Executive Director of the applications received
- To interview applicants and/or conduct site visits if necessary

- To meet and make decisions on the amount of grant, if any, to be awarded to each of the applicants
- To specify any conditions applying to the awarding of the grant
- To make granting recommendations to the Board of Directors

The Grants Committee shall meet as necessary at the call of the Chairperson.

GRANTING GUIDELINES

1. Grant Application forms and Grant Guidelines are obtained from the Foundation office or website.
2. The completed application is reviewed by the Executive Director, who confirms the applicant's Canada Revenue Agency charitable registration number and then provides the Grants Committee with a summary of the application and the eligibility checklist.
3. The Grants Committee carries out its duties as outlined above. Presentations to the Board are accompanied by a Grant Summary.
4. Either the Chair of the Foundation or the Chair of the Grants Committee or the Executive Director communicates the decision to the applicant and specifies any conditions applying to the awarding of the grant.

This policy is to be reviewed every three years.

Adopted at a meeting of the Board of Directors of Foundation:

Date: December 13, 2016

Chair _____ **Kelly Lewis**

Secretary _____ **Michele Polinuk**

Original Statement of Granting Policy and Guidelines was adopted by the Board of Directors March 8, 2005.