

## **SELKIRK & DISTRICT COMMUNITY FOUNDATION**

### **WESTERN CANADA SUMMER GAMES LEGACY FUND STATEMENT OF GRANTING POLICY AND GUIDELINES**

This policy is designed to guide the Games Grant Committee, Board of Directors and staff with granting procedures regarding the Foundation's Western Canada Summer Games Legacy Fund.

Granting refers to the use of a portion of the investment earnings of this permanent endowment fund to provide opportunities for promotion and enhancement of leadership and/or sport development within the four Host Communities (City of Selkirk, Town of Beausejour, R.M. of Gimli and Town of Stonewall) and the Lord Selkirk School Division.

Only projects and/or programs for the eighteen sports involved in the 2003 Western Canada Summer Games (WCSG) will be considered, which are as follows: Archery, Artistic Gymnastics, Rhythmic Gymnastics, Athletics, Badminton, Baseball, Basketball, Cycling (mountain bike and road race), Judo, Paddling (canoe and kayak), Sailing, Soccer, Softball, Synchronized Swimming, Table Tennis, Tennis, Volleyball and Wrestling.

The Foundation has created a permanent WCSG Legacy Fund. Income from this Fund shall be granted to organizations within the four Host Communities and the Lord Selkirk School Division, to advance various sports and recreation initiatives. Programs or projects that are offered within one of the Host Communities or within the boundaries of the Lord Selkirk School Division are eligible for grants and support sport programs.

Projects or programs must benefit primarily youth.

- Grants are only made to organizations that can issue official tax receipts such as the Host Communities, local School Divisions and charities, which are registered with Canada Revenue Agency. These organizations may include registered Canadian amateur athletic associations. Grants are never given directly to individuals.
- Community non-profit organizations/sport clubs must work in partnership with their local municipal government and/or school division to submit applications.
- 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, the annual granting deadline is the last day in February with decisions made by May 1<sup>st</sup>.
- Applications are acknowledged upon receipt.
- Successful applicants are required to provide a 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 30<sup>th</sup>.
- Any proposed alteration or extension to an approved project must be presented in writing to the Foundation.
- The Foundation reserves the right to publish photos and names of individuals and organizations in its annual community report and promotional displays.
- Successful applicants are eligible to apply for future funding after any previously approved grants have been completed and processed.
- The Foundation may, upon recognition of community need, approach qualified recipients with financial support (proactive grant making).
- 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:

- |                          |                        |
|--------------------------|------------------------|
| For operating costs      | For annual fund drives |
| To cover deficits        | To retire debts        |
| For endowment funds      | For capital projects   |
| For expendable equipment |                        |

## **GAMES GRANTS COMMITTEE**

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

- Directors (minimum of four, maximum of six) – appointed by the Board, one to be named Chair
- Representation from Sport Manitoba
- Two members of the Public (if deemed necessary)
- Executive Director
- Chair of the Foundation

The duties of the Games Grants Committee shall be as follows:

- To read the summaries prepared by the Grant Committee members
- 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 Games Grants Committee shall meet as necessary at the call of the Chairperson.

## **GRANTING PROCESS**

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 eligibility and then provides the Games Grants Committee with an application summary and eligibility checklist. The Games Grants Committee carries out its duties as outlined above. Presentations to the Board are accompanied by a Grant Summary.

Either the Chair of the Foundation, or the Executive Director or Board Members on the Grants Committee 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:** January 14, 2020

**Chair** \_\_\_\_\_ **Aaron Martyniw**

**Secretary** \_\_\_\_\_ **Michele Polinuk**

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