

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

STATEMENT OF GRANTING POLICY AND GUIDELINES

The policy is designed to guide the Grants Committee, Board of Directors and staff with granting procedures.

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 Foundation.

- Projects, programs or services within the City of Selkirk and the Rural Municipalities of St. Andrews and St. Clements are eligible for grants.
- 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 time.
- Grant priorities are reviewed to reflect the needs and wishes of the community, including sectors identified in Vital Signs, 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 may involve projects or programs occurring between the months of October and March, with an application deadline of September 30th. These granting decisions are made by November 30th. The Spring intake may involve projects or programs occurring between the months of April to September, with the application deadline of the last day in February. These granting decisions are made by May 1st.
- 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 30th.

- 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.
- Any proposed alteration or extension to an approved project must be presented in writing to the Foundation.
- 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 sectarian, religious or political purposes

GRANTS COMMITTEE

A Grants Committee shall be formed to implement the policies and guidelines contained in this document. The 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
- Two members of the Public (if deemed necessary)
- Executive Director
- Chair of the Foundation

The duties of the Grants Committee shall be as follows:

- To review applications and prepare summaries
- To interview applicants and/or conduct site visits if necessary with the Executive Director
- 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 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 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 Executive Director or a Grant Committee Board Member 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.