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# Funding Guidelines 2010

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## WHAT IS THE QUESNEL COMMUNITY FOUNDATION?

The Quesnel Community Foundation, a non-governmental community foundation, was founded in 2001 to give area residents a secure program for providing an endowment to permanently enrich the quality of life in the region. It takes a long-range view of fundraising. When a fund is established, the money is invested and the foundation disburses the income earned to a wide variety of projects. Donations to the Foundation are an opportunity to provide a lasting gift to the community.

## MISSION STATEMENT

The Quesnel Community Foundation exists to meet the needs of our community through the growth and management of permanent endowment funds.

Our goal is to use the income from these funds to distribute grants that respond to a broad range of community needs.

We as responsible volunteers are dedicated to enhancing the quality of life within our community.

The Quesnel Community Foundation believes:

- we have both an opportunity and a responsibility to provide leadership in the spirit of giving.
- the endowment fund is a resource to benefit the people of Quesnel and the North Cariboo, and we commit to manage these funds in a responsible manner.
- in an open, respectful, and ethical approach towards all who come in contact with the foundation.
- our policies, programs and practices should enable and encourage human growth and dignity, inclusiveness, fairness and the equality of all people.
- in working as a link within the charitable sector to strengthen community capacity and volunteerism and to find solutions to mutual challenges.
- in partnerships that seek consensus and respect the integrity and autonomy of participants.
- in encouraging and nurturing pride in our community.

## VALUE STATEMENTS

[www.quesnelfoundation.ca](http://www.quesnelfoundation.ca)

P.O.Box 4158, Quesnel, British Columbia, V2J 3J2  
Charitable Registration #88916 1717 RR0001

## MODE OF OPERATION

The Board consists of a number of directors who represent a broad segment of the population of the City of Quesnel and the North Cariboo. Directors are responsible for establishing and implementing the policies and practices of the Foundation. They also rely on assistance from volunteers on various committees that are chaired by a foundation director (e.g. Fund Development Committee, Investment Committee, Grants Committee, etc).

Applications for funding are assessed by the Foundation's Grants Committee and external advisors, where appropriate. The Board of Directors approves the Grants Committee's recommendations for awards. Administrative support to the Foundation is provided by the City of Quesnel.

## ELIGIBILITY

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

**Please note: Non-profit society registration in British Columbia does not, in itself, qualify an organization as a registered charity.**

Applications from an organization that does not yet have charitable status may be considered if it is sponsored by a registered charitable organization (sponsor relationships may be negotiated – refer to Appendix A). Organizations must demonstrate effective management and fiscal responsibility. Grants are not made to individuals or businesses.

To apply for registered charitable status, contact the Charities Directorate of the Canada Revenue Agency:

**Telephone:** 1-800-267-2384

**Mailing address:**

Charities Directorate  
Canada Revenue Agency  
Ottawa ON  
K1A 0L5

**Website:** [www.cra-arc.gc.ca/charities](http://www.cra-arc.gc.ca/charities)

## GUIDELINES FOR APPLICATION SPONSORSHIP

The Quesnel Community Foundation may accept applications from organizations that are not yet registered as charities with Revenue Canada. Such applications must be officially sponsored by another organization that is a registered charity.

These are the conditions for such an application to be considered:

- There must be a direct affiliation with the sponsoring organization (the charity)
- A letter from the sponsoring organization must be submitted indicating:
  - The nature of the affiliation or relationship with the organization undertaking the project;
  - The sponsoring organization's willingness to undertake financial and legal responsibility for the project;
  - Its mailing address, phone and fax number;
  - Its charitable registration number;
  - Its organizational mandate.

The sponsoring organization must also provide:

- A complete list of the Board of Directors' names, addresses and telephone numbers;
- Financial statements for the last complete fiscal year.

***This information must be submitted with the application form.***

## FUNDING CATEGORIES

### - What we fund

Projects approved for funding will encompass one or more of the following categories:

- **Arts & Culture** • **Education**
- **Environment** • **Health**
- **Social Programs** • **Sports & Recreation**

The Quesnel Community Foundation supports a broad range of projects that offer a service to the community or approach a community challenge or concern in an innovative fashion.

### ELIGIBLE REQUESTS

Preference will be given to new initiatives, that:

- have broad public appeal
- are widely accessible to the community
- promote and enhance self-sufficiency within the community
- emphasize and utilize the skills and resources that exist in the community
- strengthen the social and cultural structure of the community
- demonstrate partnership and collaboration
- will realize a significant result with the funding
- have a definite purpose and a clear timeline
- respond creatively and effectively to local problems and challenges
- build on the community's social capital and civic vitality, and
- agree to a commitment for project evaluation and assessment.

Please note the Foundation accepts a maximum of one project application per Community organization per year.

The Quesnel Community Foundation Board of Directors will, on occasion, identify a particular focus or target group towards which grants should be directed during that grant-making period. These directions will be identified in the material inviting applications or proposals.

### INELIGIBLE REQUESTS

Projects will not be considered eligible if:

- funds requested are an organization's usual operational or core expenses
- funds are for any expenses which predate the award
- funds are used to cover deficits, retire debts or mortgage payments
- funds are to provide for or establish endowments
- funds are used for sectarian, religious or political purposes
- funds are used for travel costs
- funds are used for team or club sponsorships
- funds are part of an annual fund drive for sustaining support
- the organization shows a dependency on future funding
- the project duplicates services provided by other organizations
- organizations are totally government funded or directed, or
- the project cannot be completed by the end of the calendar year.

## THE APPLICATION PROCESS

There is a three-stage process for the submission of grant applications. The first stage consists of a Letter of Intent containing a brief proposal, which allows the Grants Committee to determine the suitability of the project. The second stage requires the submission of the complete application. The final stage is the expectations beyond being awarded a grant.

**ALLOW FOUR MONTHS**  
Applicants should allow for a timeline of at least four months from submission of a Letter of Intent to confirmation of Grant approval.

### STAGE ONE:

#### Letter of Intent/Brief Proposal

Referring to Appendix A, applicants submit a Letter of Intent which should:

- be no longer than two or three 8.5 x 11 pages;
- identify the legal name of the organization and its operating name, if different from the organizational name, and its charitable registration number or name of anticipated sponsor, as applicable;
- describe the organization's Mission Statement or purpose;
- provide the project title, description, and the community issues or priorities it addresses;
- outline the details of the activities to be undertaken, along with the project start and completion dates;
- project a budget (including potential and confirmed expenditures and revenue); and
- state the amount requested from the Quesnel Community Foundation.

### STAGE TWO:

**Grant Application** (*please note: only submit a full Application if you have received a request for one from the Foundation*).

If your Letter of Intent meets the Foundation's guidelines, your organization will be asked to complete a full grant application form. Upon receipt of the completed application, your project will be adjudicated by the Grants Committee, which may request clarification on any outstanding points, and will make grant recommendations to the Board of Directors.

The Board of Directors makes the final decisions, and may suggest extraordinary terms and conditions of any award.

### STAGE THREE:

#### Post Award

If your application is successful and a grant is awarded, it is expected that:

- The support received from the Quesnel Community Foundation will be publicly acknowledged, with permanent recognition where possible;
- Interim and/or final reports will be submitted to the QCF Board of Directors - including financial data, documentation for assessment and evaluation purposes, and photographs;
- The Quesnel Community Foundation Board of Directors must pre-approve any changes in the project;
- Responsible and accountable fiscal management of the project in progress will be maintained and available for review; and,
- If goods or services to complete the project are available in Quesnel/the North Cariboo, the expenditure shall be made locally.

<b>APPLICATION DEADLINES</b>
<b>Deadline for Letters of Intent:</b>
<b>3:00 pm, Friday, January 8, 2010</b>
<b>Deadline for completed Applications:</b>
<b>3:00 pm, Friday, February 19, 2010</b>

**Board Approval: March**

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*Information on Special Discretionary Grants is included in Appendix B.*

Questions? Please contact

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