



# Funding Guidelines 2023

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## WHAT IS THE QUESNEL COMMUNITY FOUNDATION?

The Quesnel Community Foundation was founded in 2001 for the purpose of providing area residents with a secure and permanent endowment fund to support and enrich the quality of life in the Quesnel region. When a Fund is established, the assets/funds are invested, and the Foundation distributes the income earned to a wide variety of community projects. Donations to the Foundation are integral to the continued growth of the Foundation's Endowment Fund and are an opportunity to contribute to the community in which we live.

## VISION STATEMENT

The Quesnel Community Foundation supports a vibrant community, following Provincial and National best practices, and maintains a robust endowment fund.

## MISSION STATEMENT

The Quesnel Community Foundation works in a progressive active, and cooperative way with its donors and partners to support the needs of not-for-profit organizations from the annual proceeds of its endowment fund.

## VALUES

Dedicated to enhancing the quality of life within its community, the Quesnel Community Foundation is guided by the following beliefs and values:

- Responsible
- Ethical
- Growth
- Integrity
- Giving
- Diversity
- Leadership
- Equity and Equality
- Fairness
- Consensus
- Openness
- Respect
- Inclusiveness
- Volunteerism
- Community
- Dignity

## MODE OF OPERATION

The Board Directors are volunteers who represent a broad segment of the population in the City of Quesnel and the North Cariboo. Board Directors are responsible for establishing and implementing the policies and practices of the Foundation with the assistance and role of a Coordinator. The various committees throughout the year are Chaired by a Foundation Director and a balance of Board and Community membership (ie; Fund Development Committee, Investment Committee, Grants Committee, etc).

All applications for funding are reviewed by the Foundation's Grant Committee with final approval from the Board of Directors.

## ELIGIBILITY

Community organizations that are registered charities or qualified recipients under the Income Tax Act are eligible to apply for Grants from the Foundation. Organizations that do not have charitable status may still be considered through a partnership agreement with the City of Quesnel. This relationship and agreement must be formal and in writing between the Registered Charity (City) and the applicant organization. **The relationship must be a formal arrangement set out in writing between the registered charity (City) and the applicant organization after FINAL project approval by the Foundation.**

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

To apply for registered charitable status, contact the Charities Directorate of the Canada Revenue Agency at 1-800-267-2384 or visit their website, [www.cra-arc.gc.ca/](http://www.cra-arc.gc.ca/) and use the Search function for "Charities"

For more information, visit our website, [www.quesnelfoundation.ca](http://www.quesnelfoundation.ca), tab "Receiving" and "How to Receive Grants".

## FUNDING CATEGORIES

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

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

- **Recreation**
- **Education**
- **Environment**
- **Arts**
- **Social Services**

## 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 Proposal per Community Organization per year.**

## 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
- funds are used for an individual as opposed to a project or organization
- the organization shows a dependency on future funding
- the project duplicates services provided by other organizations
- organizations are totally government funded or directed
- without good reason, the project cannot be completed by the end of the calendar year.

## THE APPLICATION PROCESS

There is a four-stage process for the submission of grant applications. First, submit a Project Proposal to allow the Grants Committee to determine the eligibility of your project. The second stage requires the submission of a full Application. The third stage involves the funding of your project in conjunction with the execution of a Grant Contract. The fourth and final stage is the completion of your project and the submission of your Final Report.

PLEASE ALLOW THREE MONTHS

Applicants should allow for six to twelve weeks from submission of a Project Proposal to confirmation of grant approval in mid-March.

### STAGE ONE:

#### Project Proposal (Letter of Intent)

Complete and submit the Project Proposal form that is available on the website. If you are not able to access the form, please contact the Foundation for assistance. **All Project Proposals must use the format provided** – additional documentation is not necessary and will not be considered.

### STAGE TWO:

#### Grant Application

If your Project Proposal meets the Foundation's eligibility guidelines *and* has a reasonable chance of success, your organization will be invited to submit a full Application.

**All Applications must be in the format provided** – the Application form will be emailed to you.

Please note, the invitation to submit an Application is not a guarantee of funding, and partial funding is a possibility. Upon receipt, your Application will be considered by our Grants Committee which, through the Foundation Coordinator, may seek further details to ensure full understanding of your organization and project.

### STAGE THREE:

#### Award and Contract signing

If your Application is successful and a Grant is awarded, a Grant Contract will cover the following:

- The appointment of a Grant Liaison who will be your primary contact as your project progresses
- The support received from the Quesnel Community Foundation will be publicly acknowledged, with permanent recognition that includes the Foundation's logo where possible

- Interim and/or Final Reports will be submitted to the Foundation Coordinator - 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
- If goods or services to complete the project are available in Quesnel/the North Cariboo, please use local resources whenever possible

**STAGE FOUR:  
Final Report**

When your project is complete, you will submit a Final Report to the Foundation via your Grant Liaison.

**PLEASE NOTE**

**The completion of these four stages ensures the Foundation meets CRA requirements concerning its own charitable status as well as providing the basis for sound financial management. Failure to complete any stage to the satisfaction of the Foundation may jeopardize the ability of your organization in seeking funding at a future date.**

**IMPORTANT DATES TO REMEMBER**

**Deadline for Project Proposals:  
Friday January 27, 2023, at 5pm**

**Deadline for completed Applications: TBA**

**Board Approval: TBA**

**Confirmation of Successful Applications: TBA**

**Grant Signing & Awards Ceremony – TBA**

**Questions?**

**Please contact:**

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