



Grant Application

This document serves as a tool for your community foundation to build a relevant policy applicable to your foundation’s context. The function of each policy is listed in the footer on the left, and on the right is Endow Manitoba’s numerical organizational structure, which needs to be modified to reflect the organizational structure of your community foundation’s policies.

Policy Template

Policy name: 4.01 Grant Application	Effective date: (The date the policy became effective)
Policy type: Operational	Monitoring frequency: (Suggested: 3-5 years)
Policy owner: (This is who is responsible for this policy. It can be the board of directors, the board chair, a specific staff person.)	Revision history: (History of revisions)
Who approves:	Next review date:

Background and purpose

(Explains relevant historical information and the purpose of the policy).

Sample: Having clear expectations of the grant making practices of the foundation will aid in building healthy community relationships and will enhance the foundations impact in the community.

Scope

This policy applies to all grant making activity conducted by [insert name of community foundation]



Policy statement

(Outlines the community foundation's intent, principles, and expectations regarding a specific subject or area of operation. It is a guiding framework for the community foundation's decisions, actions, and behaviours.)

Sample: [insert community foundation name] is committed to ensuring that all grant funds are used effectively to support the organization's mission. The foundation's goal is to foster transparency, accountability, and positive community impact through its grant making processes. The policy provides guidelines for community organization and for the foundation, ensuring its grant making activities are aligned with its mission.

Things to Consider for Inclusion in the Policy

This is not a comprehensive list but rather a list of ideas to start a meaningful conversation about policy development.

- How will the foundation state alignment with their purpose, mission, goals and objectives with grant applicants?
- How will the foundation educate themselves and understand the landscape of its community's priorities?
- What approach will the foundation take to grant making – responsive, proactive, hybrid, participatory and trust-based?
- Will the foundation create a grant making statement or communicate its grant making philosophy? (i.e., to support program/service delivery, capacity building, systems change, capital projects, etc.)
- How many times does The Foundation grant out per year? Once in the spring? Twice per year?

Regulatory Environment

- What regulatory guidelines will the foundation grant within? (Granting to non-qualified donees, disbursement quota regulations, etc.)

Community Connection and Outreach

- How is the foundation connecting with and supporting the community serving organizations to apply for funding?
- How can the funding from the foundation be more accessible to community organizations?
- Has the foundation clearly developed and communicated application guidelines and the process?
- How will the foundation accept applications?

Criteria



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- What criteria does the foundation deem *absolutely* necessary to inform its grant making decisions? Who is making this decision?

Managing Grant Expectations, Internal and External

- How is the foundation tracking its interest from community for grants? What information is the foundation gathering? How can this information be used by the foundation, and the community, going forward?

Policy Review

- Who is responsible to review this policy?
- Will the review be done every [2-3] years?

For more detailed information, consult the following Community Foundations of Canada resources:

Grantmaking Toolkit for the New Decade

<https://communityfoundations.ca/wp-content/uploads/2019/04/Grantmaking-Toolkit-for-the-New-Decade-2024-EN.pdf>

Fact Sheet: Trust Based Philanthropy

https://communityfoundations.ca/wp-content/uploads/2021/10/Fact-Sheet_-Trust-Based-Philanthropy.pdf