



Community Foundation of Portage and District Inc.
206 Saskatchewan Ave E
Portage la Prairie, MB, R1N 0K9
info@cfpdi.ca
Phone: 204-856-1971

GRANT ELIGIBILITY GUIDELINES

The **Objectives** of the Community Foundation of Portage & District Inc. (the “CFPD”) are:

1. To support organizations providing social services in the community;
2. To assist and promote the arts and cultural activities;
3. To advance education;
4. To support and advance the provision of medical services;
5. To encourage and support physical fitness and health;
6. To support child welfare, youth development and family well-being;
7. To support the enhancement of the environment; and
8. To support and advance other community activities or facilities of a charitable nature.

To ensure eligibility, Applicants are encouraged to carefully review the following Eligibility Guidelines, prior to completing a Grant Application.

1. The amount available for this granting period is listed on the CFPD website. Typically, requests for funding are double or triple that amount of funds available. Please take this into account when requesting a grant. In some cases, the granting committee will only award a portion of the request for funds. It is important to have an alternative strategy if not all funds are awarded.
2. Project must benefit primarily the citizens of Portage la Prairie and District, **and** support at least one of the CFPD’s Objectives listed above.
3. Applicant must be a Qualified Donee or a Non-Profit Organization, as defined under the *Income Tax Act*.
 - a. A **“Qualified Donee”** is an organization that can issue official donation receipts for gifts it receives from individuals, corporations, and charities, for example: A registered charity, a registered Canadian amateur athletic association, a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged, a registered Canadian municipality, a registered municipal or public body performing a function of government in Canada, or Her Majesty in right of Canada, a province, or territory
 - b. A **“Non-Profit Organization”** is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. It is not a charity.
 - c. Grant Funds will only be paid to Qualified Donees. If Applicant is a Non-Profit Organization, Applicant must provide a Letter of Support from a Sponsor Agency who is a Qualified Donee, in a form that is acceptable to the Foundation.
4. Applicant must demonstrate a strong and committed board of directors or governing body, fiscal responsibility and management qualifications.
5. Grants are awarded for definite purposes and for projects covering a specific period of time.

6. Preference is given to projects which:
 - a. Encourage more efficient use of community resources;
 - b. Expect to test or demonstrate new approaches and techniques in the solution of community problems;
 - c. Address the underlying causes of problems in our society rather than dealing only with symptoms;
 - d. Are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
 - e. Promote volunteer participation and citizen involvement in the community;
 - f. Demonstrate evidence of community support and organization initiative.
7. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
8. If Applicant is partnering with another organization in the Application, Applicant must provide a Letter of Support from the partner organization. (*form available online or [click here to download](#)*)
9. The CFPD encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased response from other sources.
10. Projects that are **not eligible** for funding are those that support:
 - a. Operating expenses of established organizations or programs, such as wages, salaries, utilities, rent, insurance, annual fees and/or licenses, etc.;
 - b. Operating or capital deficits;
 - c. Travel expenses;
 - d. Annual fundraising;
 - e. Establishment or addition to endowment funds;
 - f. Specific medical or scientific research projects;
 - g. Religious activities, political activities, or advocacy initiatives;
 - h. General conference expenses;
 - i. Expenses incurred prior to receiving approval of grant.
11. Applicant must electronically submit a completed Grant Application including all required supporting documents, on or before the Application Deadline. Applicant may be asked to attend a meeting with the CFPD directors or staff to discuss the Application.
12. Successful Applicants will be required to:
 - a. **Prior to Grant Funds being paid**, sign a Grant Agreement;
 - b. **Within 12 months of date of Board approval**, spend the Grant Funds for the approved purpose; and
 - c. **Within 90 days of project completion**, submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD.
13. If Applicant has received previous Grants from the CFPD, Applicant must have abided by all terms and conditions of any past Grant Agreements, including timely submission of a satisfactory Grant Evaluation Report.

If you have any questions, please contact us well before the deadline.



Community Foundation of Portage and District Inc.
206 Saskatchewan Ave E
Portage la Prairie, MB, R1N 0K9
info@cfpdi.ca
Phone: 204-856-1971

GRANT APPLICATION CHECKLIST

All Applications must include the following in separate electronic files:

- Completed Application Form
- Copy of Organization's most recent statements of financial position (balance sheet) and operations (income and expenses)
- List of Organization's Board of Directors or members of Organization's governing body

If Proposed Project includes funding for any capital expenses (e.g. construction, furniture, equipment, appliances, etc.), Application must also include:

- Two (2) quotes for any expenses over \$500. Applications not meeting this criteria will be considered incomplete and will not be accepted unless there is a valid reason for not obtaining a second quote.

If Applicant Organization is not a "Qualified Donee", Application must also include:

- Letter of Support from a Sponsor Agency that is a Qualified Donee
(form available online or [click here](#) to download)

If more than one Organization is submitting the Application, Application must also include:

- Letter of Support from Partner Applicant Organization
(form available online or [click here](#) to download)

**Application Form and all supporting documents to be
submitted by e-mail to: INFO@CFPDI.CA**

Annual Application Deadlines: April 1 and October 1

***YOU ARE RESPONSIBLE FOR ENSURING YOUR APPLICATION IS COMPLETE AND SUBMITTED ON TIME.
INCOMPLETE, LATE, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED.***



Community Foundation of Portage and District Inc.
206 Saskatchewan Ave E
Portage la Prairie, MB, R1N 0K9
info@cfpdi.ca
Phone: 204-856-1971

GRANT APPLICATION FORM

This Application Form and all supporting documents must be **TYPED** and submitted **ELECTRONICALLY**.
Please refer to the Application Checklist to ensure your Application is complete.

PART 1 - APPLICANT DETAILS

Name of Applicant Organization: _____

Name of Person completing this form: _____

Title of Person completing this form: _____

Organization's Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ Cell Phone: _____

Email: _____ Website: _____

Years Established: _____ No. of Employees: _____ No. of Board Members: _____

As per Canada Revenue Agency requirements, the CFPD can only pay Grant Funds to a Qualified Donee (see Eligibility Guidelines for examples of Qualified Donees). If Applicant Organization is not a Qualified Donee, Applicant must include a Letter of Support from a Sponsor Agency who is a Qualified Donee and who is prepared to receive funds on behalf of the Applicant Organization. CFPD shall verify all registration numbers.

Applicant Organization is a Qualified Donee, Business Number: _____

- Or -

Applicant Organization has the support of a Sponsor Agency who is a Qualified Donee, who will receive the Grant Funds from the CFPD on behalf of Applicant Organization. A Letter of Support from the Sponsor Agency must accompany this Application (*form available online or [click here](#) to download.*)

Sponsor Agency's Business Number: _____

1. Provide a brief description of your organization. Include how long it has been in existence, what is its purpose, what services does it provide, how is it funded, and who are your members or clients. If you have members are there fees to join.
(Maximum 100 words)

If Applicant Organization is partnering with another Organization in this Application, a Letter of Support from the Partner Applicant Organization must accompany this Application (*form available online or [click here](#) to download.*)

PART 2 - PROJECT DETAILS

Project Name: _____

Total Project Cost: \$ _____ **Amount Requested:** \$ _____

(additional details to be provided in Part 3 – Project Budget)

Project Start Date: _____ **Project Completion Date:** _____

Project Type:

- | | |
|---|--|
| <input type="checkbox"/> One-Time Capital Project | <input type="checkbox"/> Seed Money |
| <input type="checkbox"/> Program | <input type="checkbox"/> Computers or Technology |
| <input type="checkbox"/> Renovation or Upgrade | <input type="checkbox"/> Other: _____ |

Project supports the following Objectives of the CFPD (*check most relevant Objectives*):

- | | |
|--|--|
| <input type="checkbox"/> Social services | <input type="checkbox"/> Physical fitness and health |
| <input type="checkbox"/> Arts and cultural activities | <input type="checkbox"/> Education |
| <input type="checkbox"/> Medical services | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Child welfare, youth development, and family well-being | |
| <input type="checkbox"/> Other community activities or facilities of a charitable nature | |

1. Describe the details of the project/program that you are planning. What is it that your organization intends to do, who and how many will benefit from the project, what is the timeline, how do you intend to fund the project into the future? *(Maximum 100 words)*

2. Describe what the relationship of the project is to the overall goals and services of your organization? *(Maximum 100 words)*

3. Provide evidence that the community needs the project specifically stating its benefits to Portage and District. Describe consultations with potential participants and/or other organizations. Describe any partnerships with other organizations in this project and/or potential participants in the project. *(include letters of support) (Maximum 100 words)*

4. Describe who this project will benefit specifically (i.e. Youth, children, families, seniors, minorities, community in general, etc.) If known, how many citizens will benefit from this project? *(Maximum 50 words)*

5. How will the project be monitored and the results evaluated? *(Maximum 50 words)*

6. What financial resources will be available for this project's continuation (if applicable)?
(Maximum 50 words)

7. If the CFPD cannot grant you the full amount requested, can some or all of the project still go ahead?

No, we require full funding from CFPD to proceed with the project.

Yes, in a modified way *(please indicate which parts of the Project you would **most** like funding for):*
(Maximum 50 words)

8. How will you recognize CFPD and other Project Partners?

Media ready story

Photography

Signage/banner

Website

Social media

Other – please explain *(maximum 50 words)*

Sources of Revenue		Confirmed	Unconfirmed
Requested from the CFPD			
Funding on Hand			
Other sources of Revenue (list)			
Sub Total		\$	\$
Total Revenue: This number must match "Total Expenses" above.			\$

PART 4 – ACKNOWLEDGMENT BY APPLICANT

By submitting this Application, you are acknowledging that:

- You are the person named on page 1 of this Grant Application Form, and you authorized by the Applicant Organization to submit this Application.
- You have carefully reviewed the Grant Application Checklist to ensure you have included all necessary supporting documents with this Application. You understand it is your responsibility to ensure the Application is complete and electronically submitted on time. You understand that if your Application is incomplete, late, or submitted on paper, it will not be accepted for review.
- If your Application is approved, you give permission, on behalf of the Applicant Organization, for the CFPD to make details of this Application and the Project available to the media, CFPD donors, and the general public.
- If your Application is approved, you understand that your Organization will be required to:
 - **Prior to Grant Funds being paid**, sign a Grant Agreement;
 - **Within 12 months of date of Board approval**, spend the Grant Funds for the approved purpose; and
 - **Within 90 days of project completion**, submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD.
- You understand that failure to abide by any conditions the CFPD may impose may result in the Grant Funds having to be paid back to the CFPD, and may impact your Organization’s eligibility to receive future Grants from the CFPD.