

Plum Coulee Community Foundation Granting Process Information



1. **Grant Application submission deadline: March 31.** Grant applications are available at www.endowmb.org/community-foundations/plum-coulee-community-foundation/ or by emailing your request to info@pcc-foundation.ca

2. **Interviews:** All applicants will be required to participate in a 15-minute interview with the Plum Coulee Community Foundation Board. **Interviews will be conducted on the second Wednesday in April** and will focus on the grant request, project details, and background about the committee or group submitting the application. The Foundation will contact the applicant to assign the interview time slot. Unfortunately, no alternative interview dates will be scheduled under any circumstances.

3. **Review.** The PCCF Board will meet on the **fourth Wednesday in April** to review applications and interview results and to determine grant awards.

4. **Follow-Up.** Following PCCF's review, we will contact each applicant to advise of the Board's decision and next steps.

5. **Sign Grant Agreement.** Selected applicants are required to sign the PCCF Grant Agreement and return one signed copy to PCCF as soon as possible by mail or email:

By mail: PO Box 38, Plum Coulee, MB R0G 1R0. **By email to:** info@pcc-foundation.ca

- **Extensions.** The Grant Agreement will specify that the grant must be issued and used within one year. However, the recipient may request a one-year extension by email or mail. Requests must specify the reason for the extension request. If the extension request is not approved by PCCF, or if no extension request is received, grants will be automatically rescinded on the date stated in the Grant Agreement.
- **Recognition.** The Grant Agreement requires the recipient to advise PCCF how it will be recognized, and to provide PCCF with a copy (or photo) of the advertisement within 30 days of receipt of the grant. Examples of recognition include: *advertising PCCF's support of the project through newspaper, radio, or program ads; visual signage; or electronic media ads (social media, website, electronic screens, etc.).*

6. **Receipts.** Grant recipients must submit all receipts for the approved project to PCCF. Upon receipt, PCCF will issue a cheque for the lesser of (a) the approved grant and (b) the receipted amount. Receipts may be mailed or emailed to PCCF.

7. **Grant Award Presentation.** Grant presentations are made at PCCF's Annual General Meeting, held on the **third Wednesday in May**. Grant recipients are required to attend and may be asked to present their project details, including how it meets community needs (2-3 minutes). Grant recipients may invite others to attend the AGM (unlimited).

8. Final Report. Grant recipients are required to submit a brief, formal report to PCCF by June 1st of the following year. The report must specify:

- (a) the amount received;
- (b) complete budget detailing project revenues and expenses;
- (c) photos of completed project, quote from grant recipient or press-ready story of project, and permission for PCCF to use said photos and quote or story in media releases, Facebook/Instagram posts and PCCF website,
- (d) PCCF Recognition details (as agreed):
 - photos of dedication plaque;
 - screenshots of social media or electronic screen posts, including PCCF's logo and an indication that PCCF supported the project;
 - electronic copies of posters, programs, newspaper ad, radio ad script, visual signage, electronic media ad, and/or programs that will include the PCCF logo indicating PCCF's support for the project;
- (e) number of volunteers involved in the completion of the project,
- (f) a summary of materials, and proof that multiple quotes for materials, programming, food, etc. were sought.
- (g) short story of how this grant impacted the project, how the project impacted the services offered by your organization, and how the services impacted the community of Plum Coulee and the local area.

If you have any further questions, please feel free to contact the Plum Coulee Community Foundation.

Levi Taylor, Chair

Plum Coulee Community Foundation.

PO Box 38, Plum Coulee, MB R0G 1R0

Phone: 431-822-1251 Email: info@pcc-foundation.ca

Endow Manitoba page: Plum Coulee Community Foundation

Please consider leaving a gift to the Plum Coulee Community Foundation in your Will.

Plum Coulee Community Foundation Inc.
Grant Application Form
(See granting policy attached)



Please be thorough and brief:

Name of Project: _____

Short, descriptive title of the project:

Short, descriptive title of the applicant:

Funding requested: _____

Total project cost: _____

If PCCF can only grant partial funding, would the project proceed? Yes No

Applicant organization:

Contact Person:

Organization name: _____

Address: _____

phone: _____ cell: _____

email: _____

Date Established: _____

Number of employees & volunteers: _____

CRA Charitable Number _____

Please do not submit the following information, but ensure that it will be available if requested:

- The applicant's latest financial statement.
- The applicant's budget for the current year.
- A list of the applicant's Directors and Executive.

Mission/purpose of your organization:

Geographical area and population served:

Your board's resolution date and number authorizing this request, if applicable:

Expand on the project – who will benefit and how, importance of and need for this project, innovative aspects of the project, significance of PCCF participating:

How will you measure the success of this project?

Planned expenses and timeline:

NOTE: Please attach quotes if available.

Confirmed and unconfirmed sources of revenue:

Your plans for acknowledging your partnership with the PCCF:

Signing Authority

Print Name

Position

Signature

Date



**PLUM COULEE
COMMUNITY
FOUNDATION**

Plum Coulee Community Foundation
PO Box 38, Plum Coulee, MB R0G 1R0
Ph 204-325-2527 or 431-822-1251
Email info@pcc-foundation.ca

Endow Manitoba webpage: www.endowmb.org/community-foundations/plum-coulee-community-foundation/



PLUM COULEE
COMMUNITY
FOUNDATION

Community Grant Program Policy & Guidelines

About the Plum Coulee Community Foundation:

The Plum Coulee Community Foundation (the Foundation) was established in 2002 for the purposes of establishing permanent endowment funds and distributing the income for the long-term benefit of the community. The Foundation is dedicated to enhancing the quality of our community life by funding local projects that address social, health, heritage, sport, recreational, art and culture, child welfare, youth development, family well-being, educational and environmental needs and priorities in Plum Coulee and the surrounding area.

The Foundation is funded by many donors, from all walks of life, gifts range from a few to thousands of dollars. These gifts are invested in a capital fund with only the income from the investments being used for grants, which assist a wide variety of local initiatives. Donations to the Plum Coulee Community Foundation will serve the entire community year after year, forever.

The Foundation is governed by a Board of Directors comprised of volunteer members of the community who serve for a minimum of 3 years or a maximum of 9 years, and is supported by part-time staff. The Board evaluates each grant application and distributes grants to those projects they feel will most benefit the area.

Formal Requirements:

Grants are made to projects or programs that are delivered in or significantly positively impact the Town of Plum Coulee and the surrounding area (Municipality of Rhineland and/or Municipality of Stanley). Grants are made to Canada Revenue Agency (CCRA) registered charities or other qualified donees under *The Income Tax Act* (Canada).

Non-profit organizations that do not have a charitable registration number can be sponsored by a registered charity. It is a requirement that the non-profit organization and the registered charity have a written agreement that formalizes the relationship between the two that meets CRA requirements. The application must be made by the registered charity and include a confirmation of the written agreement.

The Plum Coulee Community Foundation grants will generally NOT fund:

- Endowment funds with other organizations
- Core ongoing operating expenses
- Fundraising events
- Retroactive expenses
- Debt retirement or cover deficits
- Individuals
- Exclusionary activities

Evaluation Criteria for Grant Applications

The Foundation gives preference to projects and programs where a moderate amount of grant money will have a significant impact. Successful grant proposals are ideally characterized by a well-planned approach, evidence of community support, efficient use of resources, ability to serve a need in the community, collaboration, volunteer participation and citizen involvement. In order to utilize the resources of the Foundation for maximum community benefit, each grant application will be evaluated on the following criteria:

1. The project should build on the strengths of the community to respond to identified needs and priorities.
2. The applicant organization must demonstrate responsible financial and legal accountability.
3. The project must be undertaken by organizations that are well governed and managed.
4. The project must be realistic and within the capacity of the applicant to carry out.
5. The project should not duplicate existing services, or if so, demonstrate why the overlap is warranted.
6. The applicant should provide evidence of collaboration with other agencies.
7. The project or applicant should include evidence of support from other funding sources or the broader community. If partnering with another organization in this application, then please include a letter of support from that organization.
8. The project or applicant should demonstrate a reasonable probability of ongoing support from other funding sources in the future, or clearly indicate that the project is intended to continue for a limited time span or is a discrete project/purpose for which all costs have been disclosed on the application.
9. The project must be located in or of a direct benefit to the residents of Plum Coulee and the surrounding area.
10. Capital projects will be considered if there is a demonstrated need.
11. Pilot or demonstration projects must include provision for an evaluation (measure of success) and a realistic plan for financial viability beyond the pilot stage.
12. The applicant should disclose if they have applied to the Foundation previously, and if so, the amount of previous grants awarded and the dates they were received.
13. 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 community rather than dealing only with the 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;
- g) support segments, issues or needs of the community that have not recently received funding from the Foundation;
- h) are deemed by the Board to be of high value, impact or importance to the community.

Grant Application Guidelines and Processes:

1. Grant application deadlines are once per year: March 31.
2. Grants shall be in the prescribed form, are available on the Endow Manitoba website on the Plum Coulee Community Foundation designated webpage and shall include:
 - Name and contact information for the organization/project
 - Charitable registration number or letter accompanied by a written agreement from the sponsoring registered charity
 - Basic information describing the organization and its management i.e.) members of the current board and executive director
 - Financial information, including financial statements and/or current budget for the organization and for the project should be available on request. They do not have to be attached to the application.
 - Complete description of the project including a statement as to the community need, issue, or segment that will benefit by the project, how the project will be supported by the community or vice versa, the importance of and need for the project, any expected measurable outcomes for the project, and should highlight innovation and collaboration with other community partners.
 - Total project cost and amount of funds requested from the Foundation
 - Date funds are required by
 - How the Applicant will recognize the Foundation's support
 - Authorized signature
3. The Foundation will review all qualified applications received based upon their merit in relation to the grant criteria listed in this policy and funds available for distribution. The Directors of the Board may request additional information if deemed necessary, conduct interviews of representatives of the applicant, consider such other information as the Directors may consider reasonable, and may set terms and conditions on any grants awarded.
4. The Board of Directors shall have the final decision in awarding grants. Approval of grants will be by way of motion carried by the Board.

5. All changes to a project or application after the Foundation has approved a grant must be brought back to the Board for re-approval.
6. Proof of expenditures must be provided to the Foundation for grants awarded before payment of the grant.
7. Applicants will have one year from the date they receive notification that their application has been approved by the Foundation to submit their fund request (along with proof of expenditures). Should the grant not be used within the one-year time limit, the applicant may make a written request for an extension of time. The extension is subject to the approval of the Board of Directors. Failure to either use the grant or request an extension within the one-year time limit will result in the grant lapsing. Lapsed grants will become available for distribution at the next grant application deadline.
8. Successful applicants will be notified by PCCF staff.
9. All successful applications will be required to submit a Final Impact Report upon completion of the project with a deadline of June 30 of the following year. The Final Report should contain the following elements: a final budget detailing project revenues and expenditures, a press-ready story and photographs demonstrating the project impact, and samples of any public recognition of the Plum Coulee Community Foundation grant.
10. In order to enhance the benefit of the grant to the recipient organization and other community groups, the final project evaluation will involve analyzing the measurable outcomes set during project planning and should include a determination of what the project organizers would keep the same, what they would change for future projects. Such reflections may uncover useful learnings about how the project evolved over time and the reasons for the change which may be used to improve future projects and organizations through the development of best practices.

The Foundation Board has the authority to withhold or recover grant funds misused or misapplied and has an obligation to investigate allegations of misuse, misallocation or misconduct.

Monitoring:

This Policy should be reviewed every 3 years.

Board Acceptance:

This policy was reviewed and approved by the Foundation Board February 2, 2022.

Reviewed January 13, 2026.