



## Grants Committee Policy and Process

### POLICY STATEMENT

Durham Community Foundation recognizes that a vibrant and healthy community can only be built through collaborative efforts, innovative partnerships and a firm commitment to create opportunities for all citizens to enhance the quality of their lives and/or those of their family, friends and neighbours.

Granting builds upon the strengths and responds to the needs of our community. It is the most visible aspect of Durham Community Foundation's work. To effectively fulfill its philanthropic responsibilities within the limits of its resources, the Durham Community Foundation's grants program relies on the guidelines outlined in this document.

### PHILOSOPHY

Durham Community Foundation ("the Foundation") has as its goals:

**Arts and Culture:** Fostering and supporting the growth and further development of arts and cultural activities.

**Capacity Building:** Establishing strong base for community service, developing or enhancing organizational strategy, or building capacity in our non-profit sector, charitable sector and community.

**Education:** Enhancing the quality and accessibility of lifelong learning and educational opportunities for all ages.

**Environment:** Supporting and encouraging appreciation and understanding of the environment, and resolving or preventing environmental issues.

**Health:** Promoting and advancing the physical and mental well-being of individuals and families.

**Social Development:** Creating caring, safe and supportive environments for healthy social development of families and a variety of community-based groups.

**Youth Development:** To support the healthy growth and development of young people.



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### GUIDELINES

The guidelines of Durham Community Foundation represent the specific processes, requirements and restrictions utilized to carry out its practice of awarding grants to applicant organizations. The Grants Committee will review all applications. Applicants may be requested to provide an on-site visit or interview, or to make a presentation to the committee.

1. Grants are to support projects and programs of organizations that qualify as charitable organizations under Canada Revenue Agency (CRA) guidelines, whose projects or programs directly benefit the citizens of the Community Foundation's geographic area of interest.
2. Competitive grant requests are reviewed by the Community Foundation's Grant Committee which is made up of community members with a representative of the Board of Directors. The Board of Directors must provide final approval of all grants recommended by the grants committee. However, the Board reserves the right to consider individual requests at any regularly scheduled meeting.
3. Grants will be made to support projects and programs of organizations that prove to be responsible fiscal agents by providing tangible proof of adequate accounting procedures.
4. No grants will be made solely to individuals but can be made to educational institutions and other sponsoring recipient organizations for the benefit of certain individuals for such purposes as scholarships and special programs.
5. Multiple grants to the same organization are acceptable, but not to be encouraged. Organizations who have received grants previously may re-apply provided all final reports have been received.
6. Recurring grants for the same program are acceptable, but not to be encouraged.
7. No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs.



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### PROJECTS AND/OR PROGRAMS WE FUND:

- Seed grants to initiate and encourage promising new projects and programs so that they can provide a direct service that benefits the community.
- Benefit a wide audience within Durham Region and involve a substantial number of participants.
- Build on existing community strengths and assets.
- Present an innovative and creative approach to address community concerns.
- Promote cooperation and collaboration across organizations to eliminate duplication of services.
- Promote and build volunteer participation.
- Strive to have a lasting impact on our community.
- Strengthen the community's capacity to care for itself.

### WE DON'T FUND:

- 100% of project costs.
- Campaigns of political or religious organizations that primarily serve their membership and/or their direct religious purposes.
- Endowment and annual fundraising drives, budget deficits, or debt reduction.
- Individuals or businesses.
- National fundraising efforts.
- Retroactive funding, or for any project expenses incurred prior to the Community Foundation's decision date.
- Sponsorships of fundraising/for-profit or recurring events.

### ELIGIBILITY:

To be eligible, the applicant must:

1. Have a strong commitment to Durham Region.
2. Provide services which must benefit the citizens of Durham Region.
3. Service must be delivered within the Region of Durham.
4. Demonstrate fiscal responsibility and effective management.
5. Have been operational for at least one year.
6. Provide written confirmation of charitable status.
7. Provide programs/services without discrimination because of race, colour, creed, gender, age, marital status or disability.
8. Submit a COMPLETE application.

### IF APPROVED



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Durham Community Foundation will prepare a Grant Recipient Agreement outlining terms and conditions. Upon execution of this Agreement, arrangements will be made for an awards presentation (media conference) to announce the grant.

Successful applicants must submit a final report within six (6) weeks of project completion, to include final project revenue and expense statements, an evaluation of the project's outcomes and community benefits, and relevant stories or photographs. Final reports must be received before another application can be considered. Failure to complete the evaluation will exclude the applicant from further grants.

### **ACKNOWLEDGEMENT OF SUPPORT**

Durham Community Foundation requires acknowledgement as a project partner, which could include:

- Initial publicity of the project (press release or other announcements).
- Ongoing publicity - the Foundation's logo noting the sponsorship of Durham Community Foundation should appear in a prominent location on all publications, signage, online, social media and publicity relating to the project.