



*The Alberni Valley  
Community Foundation*

# **Grant Guidelines For The Community Fund**

## **The Alberni Valley Community Fund**

The Alberni Valley Community Fund gives grants in the following subject areas to enhance the quality of life for the citizens of the Alberni Valley.

- **Arts and Culture**
- **Education**
- **Health and Physical Activity**
- **Social Services**
- **Environment**

## **Eligibility**

Eligible applicants include registered charities and qualified donees under the Income Tax Act.

## **What We Fund**

The Foundation will consider requests for:

### **Program-related projects**

(i.e., specific, time-limited activity or series of activities designed to meet certain goals)

### **Capital projects**

(i.e., construction, renovation or equipment purchases)

## **Guiding Principles**

- The Alberni Valley Foundation supports innovation where there is demonstrated need, the likelihood of effectiveness, and strong potential to serve as a model to others.
- Projects should build on the strengths of the community to respond to identified issues and priorities.
- The organization should demonstrate a commitment to the project through a contribution of human and/or financial resources.
- Significant and appropriate support from other funding sources (including the community) should be evident.
- The target population should be involved in the development, implementation and evaluation of the project. (VERY IMPORTANT)
- The organization should demonstrate inclusiveness and respect for cultural diversity.
- Projects that will be ongoing after the grant's end should provide realistic plans for longer-term funding.
- Organizations should have a significant and appropriate amount of their funding in place when they apply.
- The Alberni Valley Community Foundation disperses its funding to many groups throughout the Alberni Valley working in many fields of interest. It is therefore necessary to limit the frequency of applications from any one organization to ensure more equitable access for all organizations.

## **Restrictions [Please read carefully]**

Grants are **not ordinarily** made towards:

- 100% of a project's costs
- Individuals and businesses
- An organization's operational or core expenses (ie. salaries)
- Retroactive funding, or for any project expenses to be incurred
- Debt retirement or reserves; mortgage pay-downs
- Fund-raising activities
- Sabbatical leaves, student exchanges
- School construction (including post-secondary)
- Computer labs
- Research
- Seminars, conferences or workshops or travel to attend events
- Tours or travel outside the community Scholarships or fellowships
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes
- Political organizations
- Advertising, marketing, videos, etc.
- General endowment or sustaining funds

*Grants available for other donor-directed funds administered by the Alberni Valley Foundation are not restricted by these guidelines.*

## **Trust and Responsibility**

As steward of assets entrusted to us, The Alberni Valley Community Foundation respects the intent of our donors. We have a commitment to the integrity of our philanthropic tradition as a community foundation. In keeping with this tradition, we also have a responsibility to the charitable organizations that we serve. We wish to provide the highest level of service. Please let us know in what ways we can improve.

## **Grant Application Process**

After you have reviewed the funding guidelines, send us a letter of inquiry outlining your project. This should be no more than two pages (8 ½ x 11) containing the following information:

- Introduction to your organization, including your charitable registration number
- Statement of the issues or community priorities that the project will address
- Concise description of the activities to be undertaken
- Start-up and completion dates
- Project budget itemized of all potential and confirmed expenditures and revenue
- The amount to be requested from the Alberni Valley Community Foundation

The deadline for receiving the letter of inquiry is no later than **February 28<sup>th</sup> of each year.**

Your proposal will be reviewed for eligibility by the Board. At times, the Board may ask for additional information. If no further explanation of the project is necessary, all applicants will be contacted to let them know whether or not their grant application has been accepted.

N.B. Submitted materials become the property of the Alberni Valley Community Foundation. Final decisions on all grants rest with the Foundation and access to its decisions is restricted.

**The awarding of all grants occurs in May of each year at our AGM.**

## **After A Grant Has Been Awarded**

The Alberni Valley Community Foundation expects the following from the grant recipients:

- Approval from the Alberni Valley Community Foundation prior to any changes to the project.
- Proper fiscal management.
- Thorough and well-planned project evaluation
- Interim and/or final reports (financial and descriptive)
- Public recognition of the support received from the Alberni Valley Community Foundation

The Alberni Valley Community Foundation appreciates the opportunity to make site visits, if time permits.