



*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.
- Financial need of the organization must be evident.
- The organization must demonstrate proper fiscal management.
- The target population should be involved in the development, implementation and evaluation of the project.
- 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.
- The Alberni Valley Community Foundation disperses its funding to many groups throughout the Alberni Valley working in many fields of interest. It may be 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

1. Please read the *Grant Guidelines* noted above.
2. Then address the following in no more than two pages (8.5" x 11").

Applications are due February 28.

I. Details of Your Organization

- Name of Organization
- Mailing Address
- Contact Person
- Email address for Contact
- Phone number for Contact

- Is your organization a registered society in BC? (Yes/No)
- Please provide registration number
- Does your society have a Federal Charitable Tax Number? (Yes/No)
 - If "No", are you affiliated with an organization who has?

II. The Mandate of Your Organization:

- What is your purpose?
- What services do you provide to the community?

III. The Project for which Funds are Requested

- Describe the project that you want the Foundation to support
- State the issue or community priorities your project will address
- Note expected start up and completion dates
- Include a detailed project budget including the source of funds and whether or not these have been secured
- Note the amount requested from the Alberni Valley Community Foundation

IV. Submission Details

You must attach your society's most recent annual report, including a financial statement. Submit application **by February 28** to

The Alberni Valley Community Foundation, c/o Echo Centre
4255 Wallace St, Port Alberni, V9Y 3Y6

For further information contact: John Mayba, grants chair – djmayba@telus.net

V. Awarding of Grants

Your proposal will be reviewed for eligibility by the Board. The Board may ask for further information. All applicants will be contacted to let you know whether or not your grant application has been accepted.

Please note that 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 Alberni Valley Community Foundation appreciates the opportunity to make site visits if time permits.

The awarding of all grants takes place in May of each year at the Foundation's AGM.

VI. After a Grant has been Awarded

The Alberni Valley Community Foundation requires the following **within twelve months** after the awarding of the grant and after the project is completed.

- An evaluation of the project
 - what activities were completed
 - was the project changed significantly from the original proposal
 - did the project meet the goals that were set
- A final report – financial (final cost and all funds received) and a description of the results
- Please provide examples of the public recognition of the support received from the Alberni Valley Community Foundation [social media, press reports, etc]
- Did you find that the AV Community Foundation grant process easy to access, follow and report on?
- This can be mailed to the Echo Centre address. Grant recipients are requested to attend the Foundation's AGM in late spring to provide a short oral report