

Applications for current year funding may be submitted between January 1st and 31st of each year – the deadline for applications being January 31st.

Completed applications must be submitted to [info@kitimatcommunityfoundation.ca](mailto:info@kitimatcommunityfoundation.ca), or by hard copy to: Kitimat Community Foundation, Box 22, Kitimat, BC V8C 2G6

The Kitimat Community Foundation (KCF) board has appointed a Grant Awards Committee and in their Terms of Reference, upon review of your application, **they may choose to contact applicants for additional information.**

Applicants will be notified **IN WRITING** no later than March 12, 2021 on the success or denial of their application. Disbursement of funds will be upon receipt of a detailed expense report for prior year's grant, if applicable, or March 31<sup>st</sup>, whichever is later (template will be provided). KCF reserves the right to request receipts for funds granted up to 7 years.

Please submit the official application form as provided. Additional information may be provided on separate paper attached to the application if required.

Organizations receiving funding from KCF are encouraged to:

- Have a representative of their organization attend KCF's Grant Giving Ceremony. The KCF Board will also invite your organization to their Annual General Meeting in September.
- Email digital images high resolution (3MB or higher) with captions of the activities and/or purchases that were funded to [info@kitimatcommunityfoundation.ca](mailto:info@kitimatcommunityfoundation.ca). The images may appear on the Foundation website and/or in your charity insert film created for the Telethon.
- Provide opportunities for your charity's funded activities and/or purchases to be filmed for the Telethon insert. Contact the Foundation to arrange.

**Applicants may be asked for further information.**

### APPLICANT INFORMATION

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Revenue Canada Charity Business Number \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

BC Society Number \_\_\_\_\_

**FUNDING REQUEST INFORMATION**

Mandate of your organization. Please document how your organization meets the mandatory funding qualifications.

Please provide a description of the services you provide. This description may be used during the ACT fundraiser to describe why we are raising funds and by the Kitimat Community Foundation at our Annual spring grant giving ceremony.

**FUNDING AMOUNT REQUESTED**    \$ \_\_\_\_\_

Please attach an itemized budget with totals and an explanation of how the funds are to be used. In consideration of the generous support of our community in pledging to ACT; we encourage, whenever possible, to shop locally.

Please explain how these funds will be used to benefit the agency and the community of Kitimat/Kitamaat Village.

List other funding sources.

If your organization received a grant from the Kitimat Community Foundation in 2019, please provide information of how the grant was expensed and describe the outcome of receiving this funding, include photos if appropriate, and confirm that your documentation is being kept on file.

**DECLARATION**

The information in this application is accurate and complete. The application is made on behalf of the organization named on page 1 with its full acknowledgment and consent.

***I acknowledge that should a project be approved by the Kitimat Community Foundation the Foundation will receive from our agency/organization a report validating how the funds were spent.***

Signed \_\_\_\_\_ Print Name \_\_\_\_\_  
(Must be a signing authority of agency)

Organization \_\_\_\_\_ Date \_\_\_\_\_

**In order to qualify for funding, all applicants must meet Absolute Funding Requirements as outlined on the following pages.**

**Failure to meet these requirements will result in the application being ineligible for this funding year.**

## 1. FUNDING REQUIREMENTS

### Who we will fund:

Funds will go towards local registered charities for a specific project or program, equipment and/or resources that are shown to benefit the community of Kitimat and/or Kitamaat Village.

The criteria for funding and the amount of funding available is determined by the Kitimat Community Foundation Board (KCF) on an annual basis. In making these determinations the KCF Board will be assessing community needs and prioritizing the use of KCF funds to meet these needs. It is important to acknowledge that the KCF Board is committed to recognizing the history of ACT funding in our community and supporting those historically funded by the Aluminum City Telethon.

The Kitimat Community Foundation can provide funding in the following areas:

Health, Education, Arts and Culture, Sports and Recreation, Local Environment, Social Services.

1.1 Preference will be given to those projects that:

- a. have broad public appeal
- b. are widely accessible to the community
- c. promote and enhance self-sufficiency within the community
- d. emphasize and utilize the skills and resources that exist in the community
- e. strengthen the social and cultural structure of the community
- f. demonstrate partnership and collaboration
- g. have a definite purpose for a specific period of time

1.2 The Board seeks initiatives which will:

- a. enhance the community structure
- b. involve individuals, groups and organizations in the community
- c. recognize the abilities, skills and resources that exist in the community
- d. respond creatively and effectively to local problems and challenges
- e. collaborate, facilitate and cooperate for the benefit of the community
- f. strengthen the social networks within the community and the commitment of its members to care for one another
- g. build on the community's social capital and civic vitality

## **2. ELIGIBILITY**

**Must meet eligibility criteria of being a qualified donee as defined by the Canada Revenue Agency.**

Qualified donees are registered charities, a registered Canadian athletic association, a corporation providing low cost housing for the aged, a Canadian municipality, the UN and its agencies, some universities outside of Canada, a charity outside of Canada to which Canada has made a recent gift, Her Majesty in right of Canada, or a Province.

**For the Kitimat Community Foundation the following criteria are also applied:**

- Be a BC registered charitable organization with Revenue Canada Charities Directorate.
- Carry out its mandate within the District of Kitimat and/or Kitamaat Village, B.C.
- Participate in the production of the annual Aluminum City Telethon (ACT)
- Not transfer the funds or assets purchased with grant funds to another agency or society.
- Submission of report of how previously received funds were spent if applicable
- Complete applications submitted by the scheduled deadline.

## **3. FUNDING GUIDELINES**

Participation in the production of the telethon will be considered when evaluating grant applications. It is encouraged that participation should be proportionate to the amount of funding requested when possible. When the value of the requests is greater than the funds available the board will review the grants given to the previous years' recipients and determine a fair and equitable distribution for the current year's available funding.

100% of the funding must benefit Kitimat/Kitamaat Village and not be transferred to any other society, agency or branch. If the receiving organization is not directly administered in Kitimat, the application must clearly declare and agree the funding will be spent on services/equipment and will remain in Kitimat for the benefit of those living in Kitimat or Kitamaat Village.

The Kitimat Community Foundation Board of Directors is the final decision making authority regarding allocation of funds. The Executive, wherever possible, will appoint a neutral body or sub-committee to assist by making recommendations regarding the allocation of funds in order to avoid conflicts where the Executive feels that may be an issue.

Applications will be checked for basic eligibility and then submitted to the Grants Committee for detailed review and recommendation. Applicants may be contacted for additional information if necessary.

### 3.1 What we will not fund:

- a. core operating expenses
- b. 100% of equipment or programs
- c. any expenses which predate the current grant year (January to December 2020)
- d. coverage of deficits, retire debts or mortgage payments
- e. to provide for or establish endowments
- f. for sectarian, religious or political purposes
- g. major capital construction or major renovations/building repair or maintenance
- h. landscaping or structural enhancements or changes to buildings
  - o exception: changes required for health or ease of access
- i. travel costs of organizations or their staff
- j. team or club sponsorships
- k. part of an annual fund drive for sustaining support
- l. projects that duplicate services: services that provide the same basic services to the same group(s) of people as another project and/or organization (for example, two organizations, or one organization applying for two different projects to provide similar or identical services). Complimentary services may not be considered a duplication
- m. fundraising organizations whose sole purpose is fundraising
- n. only in exceptional situations will funding be approved for a project that is not completed in one year
- o. KCF will not fund training that is considered to be a condition of employment or be specific to the applicant's core operations. It is preferred that training, education, workshops be provided within Kitimat/Kitimaat Village to allow the community to attend. out of town training may be considered if this is not an option.

### EXTRAORDINARY REQUESTS

In exceptional circumstances, applications for additional funds may be available outside of the normal funding period.

Upon submission, the request will be considered at either the next regularly scheduled meeting of the Foundation Board of Directors, or by special meeting called to deal with the application.