



Kitimat Firefighters Ladder of Hope

ABOUT

The **Kitimat Firefighters Ladder of Hope Charitable Fund** is a donor-advised fund established by *the Kitimat Firefighters Charitable Association (KFCA)* and administered by the *Kitimat Community Foundation (KCF)*.

The Kitimat Firefighters Ladder of Hope Charitable Fund is dedicated to supporting and strengthening KITIMAT and KITAMAAT community. Its purpose is to raise awareness and provide financial assistance to local charitable and youth organizations, ensuring they have the resources needed to make a meaningful impact. The fund's areas of interest include:

- Education and Healthcare: focus on improving access to education, healthcare, and medical research.
- Environmental and Animal Welfare: supporting environmental conservation and the protection of animals.
- Poverty Alleviation and Economic Development: aiding in poverty relief, ensuring needs of the community are met.
- Youth Development: aiding in youth socialization groups. Sport groups and extracurricular activities are included.

KFCA manages the application process and makes recommendations to Kitimat Community Foundation regarding disbursements.

KCF, as a fund steward, shall ensure that funds raised are used in accordance with the fund's purpose, KCF's charitable purposes, and CRA requirements.

With the generosity of our community, we can empower these organizations to continue their invaluable work, helping as many people as possible. Together, we can build a stronger, more connected Kitimat.

Kitimat Firefighters Ladder of Hope Grant Application Guidelines



Are you Eligible?

- Must be non-profit organization registered with the Government of BC, or federally incorporated, like:
 - Charitable Group (any group with the purpose to support the community, education, or relief of poverty)
 - Youth Non-Profit Development Group
 - Other Non-Profit Group
- Organization must aim to use the funds to benefit charitable needs of the community or youth activities within the District of Kitimat and/or Kitamaat Village.

Ex. eligible donees include charitable organizations, youth sport groups, youth school groups.

Steps of the Application Process

(Grant Application- Is Ongoing Until Funding Runs Out)

1. Determine if your organization is eligible for funding.
2. Create a proposal that outlines how your strategy will benefit a charity or youth activity. The proposal should be submitted through the official application form. Additional information may be provided attached to the application
3. Email your submission proposal to charity@kitimatfigherfighters.org and info@kitimatcommunityfoudnation.ca
4. Email subject heading should read: **Ladder of Hope Application - "Organization Name"**

Grant Application Criteria

- Funds will go towards charities, sport organizations and volunteers' group that support the Kitimat and Kitamaat Village residents ensuring they have the resources needed to make a meaningful impact.
- All grants awarded must directly benefit Kitimat/Kitamaat. 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.
- The criteria for funding and the amount of funding available is determined by the KCF. In making these determinations the KCF Board will be assessing community needs and prioritizing the use of KCF funds to meet these needs.
- When the value of the requests is greater than the funds available, the Foundation will review the grants given to the previous period recipients and

determine a fair and equitable distribution for the current period available funding.

Eligible Expenses

Funds can be used to pay expenses of programs or projects that are shown to benefit the community of Kitimat and/or Kitimaat. Examples of qualifying costs, core operational expenses, wages, materials, resources, or equipment that are obviously tied to project or program.

Ineligible Expenses

- Expenses that predate the current grant year application.
- Major capital construction or major renovations/building repair or maintenance (meaning anything that is considered to be a usual and expected cost of doing business or improving an asset not owned by the Agency).
- Coverage of deficits, retire debts or mortgage payments.
- For sectarian, religious or political purposes.

Recipient Responsibilities

Organizations eligible for funding will sign a funding agreement (“Grant Agreement”) outlining their duties for participation in the Kitimat Firefighters Ladder of Hope Fund, which includes submitting a spending report within one year of receiving the cash.

All grants received must be managed directly by the grantee and cannot be transferred to another society, agency, or branch.

The granted money must be utilized only for the purposes specified in the application form/agreement. Any changes in the usage of the money must be approved in writing by the Foundation.

Organizations who received funding in the preceding period must submit an expenditure report before or with the current grant application.

Key terms

- **Charity:** is a type of non-profit organization operating exclusively for charitable purposes.
- **Charitable purposes:** are the aims or objectives of a charity. Under Canadian law, charitable purposes must fall into one or more of the categories below.

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- Relief of poverty like food banks; soup kitchens; low-cost housing units; providing clothing, etc.
 - Advancement of education. This category focus on sharing knowledge and skills.
 - Advancement of religion. This purpose encompasses activities related to the promotion of faith and religious beliefs. Examples: build and maintain a place of worship for community religious services; host interfaith dialogue sessions; train clergy and religious educators.
 - Purposes beneficial to the community. Includes activities that benefit the public in unique ways. For example: run a mobile health clinic providing free medical services, support local arts programs; operating an animal shelter.
- **Charitable activities:** are activities carried out to fulfill a charitable purpose. Without a charitable purpose, your organization cannot have charitable activities
- **Core operational expenses:** refer to the basic costs necessary for the organization to function, such as insurance, rent, office supplies, staff salaries, technology, etc.
- **Non-profit organization:** is an association, club, or society that's organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. In B.C., not-for-profit/non-profit organizations are known as societies. Societies do not earn any profits for its members. All money is donated to the organization's cause or goal.
- **Program:** ongoing set of planned activities or services that the organization provides to achieve its mission and goals. Programs are strongly connected to the organization's mission and are conducted to achieve specific outcomes.
- **Project:** short-term effort to make a one-of-a-kind service. It has a predetermined timeline, clear beginning and end, fixed budget, and distinct deliverable. Only in exceptional situations will funding be approved for a project that is not completed in one year.