

Overview: The Community Foundation of Swan Valley Inc. (CFSV) is fortunate to have generous donors over the years who have established funds with the Foundation. These funds are invested to support annual grants, approved by CFSV, to address significant community needs identified by other charities, not for profit groups and non-profit groups. The grants are intended to improve the overall quality of life for everyone in our community. Applications are received and reviewed at such times as determined by the Board with final approval of successful applications made by CFSV Board of Directors.

Process: Each applicant must complete and submit the Grant Application form and provide all required information listed on the form to CFSV. Failure to provide the information may result in the application being rejected. Mailed applications must be clearly postmarked by the deadline date. CFSV is not responsible for missed deadlines due to electronic sending delays of the Organization.

All applications are considered by CFSV based upon their merit in relation to the grant criteria and available funds. CFSV will review all qualified applications received, conduct interviews of representatives of the applicant, if necessary, consider such other information as the members may consider reasonable, and may set terms and conditions on any grants awarded.

Only one application per organization per project per twelve-month calendar period (Jan-Dec) will be approved. Organizations may apply up to two times for the same project but in two calendar years. Organizations that have previously received funding from CFSV for a grant and who have not completed the formal reporting requirements will not be considered for additional future funding. Projects receiving grants from Donor Advised, Designated or other Funds may not be eligible for additional funding from unrestricted funds except at the discretion of the Board.

If you have any questions or concerns regarding your project or application, please contact Donna Martin, Executive Director, 204-734-9129 or cfswanvalley@gmail.com for more information prior to the deadline.

Criteria:

In order to maximize the impact and effectiveness of our resources, CFSV encourages organizations to submit innovative, well planned and managed projects. Each grant application will be required to meet some if not all of the following criteria:

- Build on the strengths of the community to respond to identified issues and priorities.
- Demonstrate responsible financial and legal accountability.
- Be undertaken by organizations that are well governed and managed.
- Be timely; projects must be completed and reported on within two years of grant being awarded.
- Be realistic and within the capacity of the organization to carry out.
- Not duplicate existing services or, if so, demonstrate that the overlap is warranted.
- Demonstrate inclusiveness and respect for cultural diversity.
- Provide evidence of collaboration/funding sources with other community agencies.
- Demonstrate a reasonable probability of ongoing support from other funding sources in the future, or clearly indicate that the project is intended to continue for only a limited time span.

Formal Requirements:

- Charitable organizations must be registered with Canada Revenue Agency (CRA) or be a structured non-profit or not-for-profit group or organization. Groups or organizations that do not have a CRA charitable number (**number ending in RR0001**), please call 204-734-9129 for assistance.
- Projects must be located in or be of direct benefit to the citizens of Municipalities of Swan Valley West, Minitonas-Bowsman and Mountain and the Town of Swan River as well as communities within their boundaries.
- Organizations requesting more than \$10,000 towards their project will be required to submit a current financial statement and two quotes (please contact CFSV prior to submission if unable to submit two quotes).

Community Foundation of Swan Valley Inc. - Will Not Fund:

- Endowments
- Fundraising events
- Retroactive expenses/debt retirement
- Individuals
- Replacement of public sector funds (core government activity)
- Operating funds including meals, accommodations and travel expenses, conference registration fees and memberships
- Direct religious activities
- Political organizations

Reporting Requirements: In order to enhance the benefit of the grant to the recipient organization and other community groups, CFSV expects grant recipients to:

- Successful organizations **must** attend a granting ceremony to receive grant payment.
- Evaluate their projects.
- Submit a Progress Report of your project to CFSV. Once expenditures have been incurred to at least the value of the grant and receipts submitted, funds can be released.
- Submitted Final Report must contain the following elements:
 - Final financial reports,
 - Sufficient information for a media story and electronic photos demonstrating the project impact,
 - Public recognition of CFSV support to the project. CFSV will supply signage.

NOTE: Failure to comply with the reporting requirements will negatively affect your organization's future consideration for CFSV funding.

Updated Sept, 2023