



**BOX 1509  
SWAN RIVER MB ROL 1Z0  
204-734-9129**

## **COMMUNITY GRANT GUIDELINES AND APPLICATION**

Our **Vision** Statement reads as follows: “**PRESERVING AND ENHANCING THE QUALITY OF LIFE IN THE SWAN VALLEY**”.

Our **Mission** Statement: “The Community Foundation of Swan Valley exists to raise, invest, and grant through community leadership, education, and effective partnerships thereby enhancing quality of life for our community.”

In order to accomplish the Foundation’s mission effectively and efficiently, the Board of Directors have developed a thorough review process for grant applications.

**HOW TO APPLY:** Interested groups and/or organizations can complete a grant application by downloading an application form from our website at [www.cfsv.ca](http://www.cfsv.ca). Several formats are available under the "forms" tab.

The deadline for applications is Friday, March 14, 2025, at 5 p.m. Completed applications can be dropped off in advance at the Community Foundation office at 1500 Main St. E. (Chamber of Commerce Building), please call 204-734-9129 for office schedule in advance. Electronic applications can be emailed to the Foundation email at [cfswanvalley@gmail.com](mailto:cfswanvalley@gmail.com).

Grant recipients will be notified of the results of their application for grants by e-mail or via Canada Post. Grant presentation evening will take place at the end of April, 2025, date TBD.

- CFSV reserves the right to make a request or interview applicant organization if more information is required.

PLEASE REFER TO THE GRANTING POLICIES AND GUIDELINES AS PROVIDED IN THIS DOCUMENT PRIOR TO COMPLETING THIS APPLICATION.

**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 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](mailto: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).

CFSV does not award a grant for 100% of the value of any project. Please ensure that you have listed funds already raised towards the project or an outline of how partial funds for the project will be raised.

## **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 complete the initial phase of grant process.
- Evaluate their projects.
- Submit a progress report of your project to CFSV. Once an expenditure has been incurred to at least the value of the grant and receipts submitted, funds can be released. A grant is considered "complete" once the final report has been submitted.

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.



**COMMUNITY  
FOUNDATION**  
OF SWAN VALLEY

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**Grant Application-Intake Period Feb 1 – Friday, Mar 14, 2025, 5 pm.**

**APPLICANT ORGANIZATION:** \_\_\_\_\_

Does your organization have a current bank account?     \_\_\_ yes    \_\_\_ no

Address: \_\_\_\_\_                                  Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_                          Position: \_\_\_\_\_                                  Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_                          Position: \_\_\_\_\_                                  Phone: \_\_\_\_\_

Charitable Registration #: \_\_\_\_\_ **RR0001** (Non-profits and not-for-profits without a charitable registration number, please call CFSV @ 204-734-9129 for assistance.)

**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE ORGANIZATION OR GROUP INCLUDING YOUR PRIMARY FOCUS, HOW LONG THE GROUP HAS BEEN IN EXISTENCE AND HOW THE GROUP IS GOVERNED:**

- PURPOSE OF GRANT REQUEST:**
1. \_\_\_\_\_ Service Expansion/Improvement
  2. \_\_\_\_\_ Capital Expenditures
  3. \_\_\_\_\_ Phased Project (# \_\_\_\_ of \_\_\_\_)

**\*If your project request is over \$10,000, we require quotes and a current financial statement for your group.**

**SIGNATURES** - Two official signatures (Chairperson, President, Secretary or Treasurer) are required from your organization to apply for the grant.

\_\_\_\_\_  
Signature    Date

Name: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_  
Signature    Date

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**TITLE OF PROJECT GRANT APPLIED FOR:** \_\_\_\_\_

**PROJECT DESCRIPTION:**

Describe your project in detail (with breakdown/budget) , why it is needed, who and how many will be served, and its benefit to the Swan Valley. Attach an excel spreadsheet of your budget to provide detail. Your breakdown/budget must equal the project value below.

**1. CHARITABLE PURPOSES:** Which one of the CRA charitable purposes does the project fit into?

1. Relief of Poverty: \_\_\_\_\_                      2. Advancement of Education: \_\_\_\_\_  
3. Advancement of Religion: N/A                      4. Other purposes beneficial to the community: \_\_\_\_\_

\*\*\*As per Revenue Canada, charitable purposes as categorized as follows: relief of poverty, advancement of education, or certain other purposes beneficial to the community in a way the law regards as charitable. Refer to <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/applying-registration/charitable-purposes.html> for a complete description of charitable purposes and activities.

Access link to the CFSV website for examples of previously approved projects: <http://cfsv.ca/donor-listing>

**FINANCIAL INFORMATION:**

Total project value: \$ \_\_\_\_\_ (equals budget above) Funds raised to date: \$ \_\_\_\_\_

Identify sources of funds raised (sponsors, donors, other grants, etc.): \_\_\_\_\_

Grant request: \$ \_\_\_\_\_ Project start date: \_\_\_\_\_ Est. completion date: \_\_\_\_\_

**ADDITIONAL INFORMATION YOU WOULD LIKE TO INCLUDE:**