

**MISSION COMMUNITY FOUNDATION'S**  
**GRANTING GUIDELINES**

*Grant Deadlines: **March 1, June 1, November 1** (Updated June 2011)*

The function of Mission Community Foundation's Distribution Committee is to receive requests for funding and to make a recommendation to Mission Community Foundation's Board of Directors.

There are a number of guidelines set down by the Income Tax Act (CCRA).

In general it lists four types of Charitable Organizations **eligible** for funding:

- Relief of Poverty
- Relief of Social Need
- Advancement of Education
- Activities Beneficial to the Community

The basic intent of these four types is that they apply to a significant portion of the general public.

**STAGE ONE: THE GRANT APPLICATION PACKAGE**

Mission Community Foundation will mail out or email a current Grant Application Package (Grant Application Form and Granting Guidelines). A list of the proposed projects Directors and current Financial Statements after audit should be included. Applicants are encouraged to consult with the Foundation office for assistance in completing the forms.

Submit **completed** Application Form to **Mission Community Foundation**  
**Box 3427**  
**Mission, BC**  
**V2V 4J5**

or drop off at street location **32444 Seventh Avenue** (Fraserview Elementary School, Room 102).  
604-826-5322

**STAGE TWO: REVIEW OF APPLICATION**

A member of the Distribution Committee will review the grant application and determine if further information is required.

The Distribution Committee will then consider the grant application and make a recommendation to the Board of Directors. All grant applications will receive written notification of the Board's decision. Successful applicants may also receive documented terms and conditions of awarded grants along with "Evaluation Process and Final Report" with specific instructions for completion

**PREFERENCE** is given to projects which:

1. **benefit** the whole community;
2. **encourage** more efficient use of community resources;
3. **demonstrate** new approaches and techniques in the solution of community problems;
4. **address** the underlying problems in our society;
5. **promote cooperation and sharing** among organizations, eliminate duplication of services; participation of other funding bodies through matching or challenge grants.
6. **promote volunteer participation;**
7. **strengthen** agencies' management capabilities;

Grants **MAY NOT** be available to/for:

1. individuals; or salaries; contract wages; honorariums
2. annual fund drives;
3. establish or add to endowment funds;
4. pay down mortgages or reduce deficits;
5. governments;
6. projects already completed;
7. political activities;
8. religious organizations;
9. private schools, including church supported;
10. costs of seminars, conferences, symposia or annual events;
11. travel expenses;
12. operating expenses of established agencies or programs;
13. 100% of a project's cost;
14. sabbatical leaves or student exchanges.

The Board of Directors based on recommendations by the Distribution Committee shall approve grants.

**Eligibility Guidelines:**

Applicants **MUST**:

1. be providing services which directly benefit the citizens of Mission District area, and within the Mission Public School District;
2. provide a Charitable Registration Number. (CCRA regulations), or have written permission from sponsoring organization;
3. make services available without discrimination because of race, color, creed, sex, age, marital status or handicap;
4. complete Mission Community Foundation's current Grant Application Form.

## **Deadlines for receipt of grant applications are March 1, June 1 and November 1.**

Applicants completing a Grant Application Form will be required to:

1. Issue an annual report which included financial statements, preferably audited;
2. Demonstrate fiscal and management responsibility;
3. Provide an annual budget and where applicable, a budget for the requested project grant and show reasonable efforts to obtain some funds from other sources;
4. Provide a report on the project when it is completed, indicating the success of the project/impact on participant.
5. Limitations may be placed on funds available for community projects, and Mission Community Foundation's desire to assist as many groups as possible. Limitations may be placed on support for the same project two years in a row.

Instead of, or in addition to a grant, Mission Community Foundation may offer the support of its Board, Committees and staff to provide expertise and enabling assistance.

### **AFTER A GRANT HAS BEEN AWARDED**

Mission Community Foundation expects the following from grant recipients:

- approval from the Distribution Committee, prior to changes in the project;
- interim and/or final reports (financial and descriptive);
- thorough project evaluation;
- proper fiscal management;
- public recognition of the support received from Mission Community Foundation;
- completion of Evaluation Process and Final Report Guide.

All approved grants will be authorized in effect for **6 months** from date of notification and unless acted upon within that time may be cancelled automatically.