



Grant Management Policy

POLICY: Grant Distribution Policy	NUMBER: 5.01	PAGE: 1 of 2
SUBJECT: Granting Philosophy		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

Preamble

The following principles will guide the Foundation’s grant making:

- **A Community Catalyst:** Working with and for the community by supporting organizations that demonstrate a collaborative approach to build community capacity and supporting innovative projects that align with the guiding principles of the Foundation.
- **Quality of Life:** Committing to strengthening the quality of life in the area served by the Foundation. It builds on the strengths of the community and addresses issues that detract from Community well being by supporting organizations that share that goal with the Foundation.
- **Stewardship:** Building a community legacy by not encroaching on the capital pool of money. While the capital base grows, the income earned is used to support the community. The Foundation is committed to investing wisely, managing efficiently and looking for ways to maximize resources and results through alliances and partnerships.
- **Proactive Attitude:** Not necessarily waiting for grant applications. Through strong community relationships, identifying and addressing issues with other community organizations and district municipalities.
- **Volunteer Support:** Supporting programs and organizations that utilize a strong volunteer force, or are dedicated to supporting volunteers, will be a priority.
- **Independence for Individuals:** Building the capacity of individuals to be independent and self-sustaining. The Foundation will give strong consideration to projects that support this principle.

1. Principles

- The Foundation will implement and follow a responsive and imaginative grants program,
- Grants are made only to qualified donees as defined from time to time in the *Canada Income Tax Act*,
- Grants are made to support the principles and goals of the Foundation.

2. General Policies

- The final decision on all grants rests with the Board on the advice of its Grants Committee,
- The Foundation will establish yearly priorities and strategies to guide grant decision making,
- Grants will be awarded to those projects which fit the established priorities and goals of the Foundation,
- Results of the grants will be evaluated regularly.

POLICY: Grant Distribution Policy	NUMBER: 5.02	PAGE: 1 of 1
SUBJECT: The Granting Committee		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. The Foundation will appoint a Granting Committee at the first Board meeting after the Annual General Meeting each year as provided in the terms of reference set out in Policy 5.05.
2. The committee will have no fewer than five members with at least three of those being Board members, one of whom the Board will appoint as Chair.
3. The primary responsibilities of the Granting Committee shall be recruitment and selection of grant applications and recommendations of grants to the Board.
4. On a bi-annual basis the Granting Committee shall review the Grant Policies and make recommendations to the Board regarding amendments to the policy.

POLICY: Grant Distribution Policy	NUMBER: 5.03	PAGE: 1 of 1
SUBJECT: Committee Procedures		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. The Foundation will meet at least the minimum distribution quota annually as required by the *Canada Income Tax Act*. The exact amount of funds available will be determined once annual financial statements are available.
2. The Foundation will present, where available, and acknowledge grants insofar as it is practical at least once a year.
3. Grants are made only to organizations which demonstrate fiscal responsibility, capable management and a strong and committed board of directors.
4. Grants are awarded for definitive purposes and for projects covering a specific period of time. Multiyear grants will not be awarded.
5. Preferences will be given to projects which address themselves to the Foundation's granting principles set out in policy 5.01 and more specifically:
 - Innovation that strengthens the community's capacity to care for itself;
 - Collaboration and cooperation within and across sectors;
 - Prevention as a response to challenges;
 - Testing new ways of providing services;
 - Promotion of volunteer participation and citizen involvement;
 - Building community strength and capacity through diversity;
 - Building community through a focus on the strengths and assets of individuals and groups;
 - To support the development of facilities as needed in the community.
6. Grants are not made toward operating or capital deficits.
7. Grants are not given to support annual fund raising campaigns, form letter requests or telephone campaigns.
8. Grants are not made to religious organizations.
9. Grants are not made to fund administration expenses

POLICY: Grant Distribution Policy	NUMBER: 5.04	PAGE: 1 of 1
SUBJECT: Application Procedure		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

Preamble

Grants will be made twice per year, subject to the Board’s discretion. Application deadlines are 4:00 p.m. on March 31 (Spring Cycle) and September 15 (Fall Cycle).

The Foundation will endeavor to finalize grant decisions in a timely manner. The Grants Committee will review all grants within one month of receiving the applications.

Procedure

1. Stage 1- Application

The Foundation will advertise and solicit applications for grants. Grant Application forms will be available on the Foundation’s website (www.dvcf.org) or by contacting the Foundation office. Applicants are encouraged to speak with the Foundation’s Executive Director with any questions they may have before the application deadline.

The initial application (see Appendix D) should include:

- A brief introduction to the organization;
- Organization’s most recent financial statements;
- Project title and description of the proposed project;
- Proposed completion date;
- A project summary;
- Total cost of project and specific amount requested from DVCF;
- The organization’s address, email, and telephone;
- Legal agency name;
- Canada Revenue Agency Charitable Registration Number (if available);
- Names of an authorized contact person and authorized signature(s).

2. Stage 2- Review of Applications

Review of all Grant Applications will be performed within one month of the final deadline date using the selection criteria outlined in Appendix E. After an initial review, the Granting Committee may require further information.

Applicants will be contacted and may be asked to provide supplementary information

within ten (10) working days from the day information is requested. Prior to making a granting recommendation to the Board, the Granting Committee may choose to conduct an interview or make an onsite visit. A mutually convenient time will be arranged by telephone or email.

3. Stage 3- Grant Approval and Agreement

Within a reasonable time after assessing all grant applications, the Granting Committee will make recommendations to the Board. Following final approval by the Board, a formal grant agreement utilizing the template in Appendix F will be created. Authorized signing authorities for each party must sign the grant agreement before any money is disbursed.

The grant agreement will request confirmation that:

- The Grantee is a qualified donee as defined by the Canada Income Tax Act,
- The Grantee shall use the granted funds solely for the stated purpose,
- The Grantee will notify the Foundation of any significant change to the project and return all money if the project does not proceed,
- The Grantee will provide public recognition for the Foundation,
- The Grantee gives permission to the Foundation to publicize the grant and details of the Project.

4. Stage 4- Final Evaluation and Report

A Final Evaluation and Report (Appendix G) must be submitted according to the date specified on the Grant Agreement.

The final written report will include:

- A summary of project results;
- Photographs (digital files preferred) where possible;
- An accounting of how the funds granted were expended;
- An evaluation of the impact of donor funds upon the project;
- A description of the population served.

Late or incomplete final reports will affect future grants.

At any time over the duration of the project, the Granting Committee may choose to conduct an interview or make an onsite visit. A mutually convenient time will be arranged by telephone or email.

POLICY: Grant Management Policies	NUMBER: 5.03	PAGE: 1 of 2
SUBJECT: Granting Committee- Terms of Reference		
APPROVED:	REVISED/REAFFIRMED:	SUBJECT TO REVIEW

1. Committee Procedures

The committee, at its first meeting, may choose a Chair to convene the meetings.

This committee holds meetings following an approved agenda, records minutes of its meetings and distributes these minutes to the committee members and to the Board of Directors. The Chair provides report to each regular Board Meeting.

Committee will be set up in accordance with the Board and will abide by the Foundation’s by-laws. A majority of the Committee members present at a meeting is a quorum. Each member of the Committee, including the Chair, has one vote at the committee meeting. In case of tie, the chair has the deciding vote.

Committee members will keep all matters relating to the decision confidential. Release of information concerning grants shall be directed by the Board of the Foundation.

The Committee does not have the authority to approve any expenses. Any out-of-pocket expenses should be submitted for approval to the Board.

2. Committee Structure

The committee shall consist of a minimum of 4 (four) members to a maximum of 7 (seven) members of which 4 (four) or more are members of the Board from the DVCF and up to 3 (three) members at large (from the community) i.e. Crossroads Health, FCSS, oil industries, education, ministerial, etc.

3. Granting Procedures

- A portion of the investment income earned from each fund in each fiscal year will be made available for committee grants – year ending December 31.
- Distribution of grant monies to each fund will be made in the second quarter of each year to determine the amount of grant dollars available, based upon the prior fiscal year.

- Advertising to the community for grant applications would take place continuously throughout the year as needed. The process for grant applications would also be advertised. Application deadline for grants are March 31st (Spring Cycle) and September 15th (Fall Cycle).
- The committee will review applications based upon the criteria set out in the grant applications and make recommendations to the Board.
- The Granting Committee will make a recommendation to the Board and the Board will have the final decision.

Appendix C

Definition of Qualified Donee

Policy Statement:

Under the Income Tax Act, qualified donees are organizations that can issue official donation receipts for gifts that individuals and corporations make to them.

They are as follows:

- a registered charity;
- a registered Canadian amateur athletic association;
- a housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
- a Canadian municipality;
- the United Nations and its agencies;
- a university that is outside Canada that is prescribed to be a university the student body of which ordinarily includes students from Canada;
- a charitable organization outside Canada to which Her Majesty in right of Canada has made a gift during the fiscal period or in the 12 months immediately preceding the period and Her Majesty in right of Canada or a province.

Reference:

Income Tax Act, R.S.C. 1985 (5th supp.) c. 1, para. 110.1(1)(a), ss. 118.1(1) and 149.1(1).