

THE APPLICATION PROCESS

Registered Charities and Qualified Donees who meet our eligibility guidelines may apply for funding for projects that build community capacity in the Campbellford/Seymour Ward. **Grants from CSCF are awarded on an annual basis.**

There is a two-stage grant application process. The first stage, for new applicants or previous applicants with new projects, consists of a *Letter of Intent*, briefly outlining the project, which will be reviewed by the Grants committee to determine the suitability of the project. A *Letter of Intent* is not required for *Job Opportunity for Youth* grants unless it is a new project. The second stage consists of the submission of a *Grant Application Form*, with supporting documents. Applicants are advised to call the CSCF office to verify that their project meets our granting criteria.

Community organizations may apply for a grant from the Community Foundation but must be partnered or sponsored by a registered Charitable Organization. For more information, see *Grant Terms and Conditions - Item 3*, outlining the *Partnership Agreement (Schedule C)* requirements.

Procedures – Stage 1:

1. Letter of Intent – For new applicants and/or new projects

If your organization falls within the guidelines of eligibility outlined in the *Information for Grant Applicants* (page 1), and is a first-time applicant or has a new project idea, forward a *Letter of Intent* (fillable Word Document) by email, to the CSCF office, briefly outlining the project.

2. Review of Letter of Intent

The Grants Committee will review the *Letter of Intent* and if the project is considered to be potentially fundable, the applicant will then be asked to provide a full application in the format supplied by the Campbellford/Seymour Community Foundation. If the Grants Committee determines that the project is not considered to be fundable as submitted, the Executive Director will contact the applicant to discuss the *Letter of Intent*.

Procedures – Stage 2:

Application Process:

3. Grant Application

A grant application form is to be completed and submitted by email by the deadline date. A fillable application form (Word document) for each grant opportunity is available on our website.

4. Review of Application

- Office staff will review the application. Additional information or clarification may be requested.
- Copies of your application will be forwarded to the Grants Committee for consideration.
- The Grants Committee of the CSCF, composed of Board members and volunteers, will review the application and make its recommendation to the Board of Directors, which exercises final authority. The Grants Committee may solicit the advice of other knowledgeable individuals or organizations.

5. Announcement of Grant Recipients

Grants will be announced at a special Grant Announcement event. Successful applicants will be advised of the Board's decision by email, prior to the event. A representative is required to attend this event to accept the Grant Certificate for their organization.

6. Letter of Agreement - Grant Terms and Conditions

- Successful grant recipients will receive a package at the Grant Announcement Event containing a *Letter of Agreement - Grant Terms and Conditions*. The signed agreement must be returned to the CSCF office before any payments will be issued.
- An attached *Schedule A*, to the *Grant Terms and Conditions*, outlines any special conditions for the grant, the payment schedule, and the reporting schedule.
- An attached *Schedule B*, to the *Grant Terms and Conditions*, outlines recognition requirements. Further information below - see # 6.
- Please pay special attention to Item 9 and 10 of the *Grant Terms and Conditions*, outlining supporting records and reporting requirements.

7. Accountability – Self-Evaluation Report

- To be received by the Community Foundation within 1 month of project completion.
- To help us evaluate our own success in achieving the mission of the Campbellford/Seymour Community Foundation, we are interested to know how the Community Foundation's support has assisted you in the pursuit of your objectives. To that end, every recipient of a CSCF grant is required to complete a *Self-Evaluation Report (Schedule D)* as per Item 10 of the *Grant Terms and Conditions*. A fillable *Self-Evaluation Report* is available on our website.
- As a matter of accountability, both to the Community Foundation donors and to its Board of Directors, the Grants Committee may undertake an appropriate review with all grant recipients to ensure compliance with the terms under which grants were awarded, and to evaluate the impact of the grant on the realization of the project objectives.

8. Recognition Requirements

- As per the *Grant Terms and Conditions*, Item 14, the *Schedule B – Grant Recognition Policy*, must be followed by all grant recipients. This document will be included with the *Letter of Agreement* package given at the Grant Announcement Event.
- As per the *Grant Recognition Policy* the Grantee will recognize The Community Foundation's support at public events, in all communications and publications, on social media and their website, and seek other opportunities to publicly recognize the Community Foundation.
- The Community Foundation's logo and statement of support is available on our website in the *Media Centre* under the *News* tab.