



**Community Foundation**  
for Kingston & Area

## CFKA Guidelines and Criteria for Grant Applicants

### Mission Statement of the Community Foundation of Kingston & Area:

*We and our donors strengthen our community by making strategic and effective grants, growing and managing a lasting endowment, and serving our community as a resource and partner.*

CFKA makes grants in the following fields: **Arts and Culture; Community Development; Education and Literacy; Environment; Health and Social Services; Heritage Preservation; Recreation; Youth.**

Grants are awarded to **local projects** that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organizations to initiate and sustain local projects.

The **geographic area** covered by the grant making of the CFKA Grant Selection Team is: *Loyalist Township, City of Kingston, Township of South Frontenac, Township of Central Frontenac, Township of North Frontenac, and the Township of Frontenac Islands.* **Environmental** projects must lie within the area stated above or within the Cataraqui River Watershed.

### Criteria for Grant Recipients:

1. An applicant organization must be a registered charity or be sponsored by a registered charity.
2. The applicant organization must have a local Board of Directors, a local, well-defined accountable committee, or a local office with strong community involvement.
3. Projects must have a well-defined purpose and take place within one year of receiving the grant.
4. **Any outstanding final reports for previous projects must have been received by CFKA.**
5. Grants may be given for the start-up of a long-term project if there is a realistic plan for ongoing evaluation and for long-term viability.
6. All Letters of Intent / Applications involving activities with primary and secondary schools must be accompanied by a Letter of Permission from the relevant School Board(s).

### Successful projects will be characterized by many of the following traits:

- ◆ They build on existing community strengths and assets.
- ◆ They respond to clearly identified local needs and provide demonstrable enrichment to the community.
- ◆ They use resources efficiently and effectively.
- ◆ They involve meaningful partnerships.
- ◆ They strive for a significant and/or lasting impact.
- ◆ They benefit a wide audience.
- ◆ They show innovation, creativity, proactive thinking, and a degree of risk.

### Grants will not be given:

- ◆ to cover deficits or retire debts
- ◆ to provide endowment funds
- ◆ for sectarian, religious, or political purposes
- ◆ to respond to annual fund drives for sustaining support

**Grants will *not normally* be given:**

- ◆ to contribute to major renovation or capital construction costs
- ◆ to individuals (an exception might be made in extraordinary cases where sponsored by a registered charity)
- ◆ to provide money for fundraising activities
- ◆ to support the operating expenses of established organizations or programs (including predictable replacement of equipment)

Preference is given to new initiatives but a promising program may receive more than one grant provided there is evidence that the program is developing successfully. An established program may receive a grant when it faces a new opportunity or an unexpected problem. CFKA reserves the right to limit grant amounts. Please call for details.

**Organizations receiving core government funding for their operations must explain clearly why the funding requested from CFKA is not available from government sources.**

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