

Community Grants Application Guidelines

We welcome the opportunity to review your application for a grant from the Community Foundation for Kingston & Area (CFKA). **Please review these guidelines before completing the application. You must complete all sections.**

If you have questions about any part of the application or budget please contact our Grants Coordinator at grants@cfka.org or call the CFKA office at 613.546.9696.

DEADLINE: Applications will be accepted until **4:30 pm on February 15** (Spring Grants Round) and until **4:30 pm on September 15** (Fall Grants Round). In years in which a submission deadline falls on a weekend, the actual deadline will move to the first working day following these dates. **Late or incomplete submissions will not be accepted.**

ELIGIBILITY REQUIREMENTS: Ensure your organization meets all of the eligibility requirements. Details are available on our website at <http://www.cfka.org/apply-for-a-grant>. A summary of the criteria is listed below:

1. An applicant organization must be a charity registered with Canada Revenue Agency, a municipality or be formally partnered with an organization that is either a charity registered with Canada Revenue Agency or a municipality. Please see the Information on [Partnership Agreements and the Confirmation of Partnership Agreement form](#).
2. The applicant organization must have one or more of the following: a local Board of Directors, a local, well-defined accountable committee, 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. All applications involving activities with primary and/or secondary students on school time must be accompanied by a Letter of Permission from the relevant School Board(s). This means from the board office, not from an individual teacher or principal.
5. A completed budget must be attached, using the CFKA budget template provided.
6. **Any overdue final reports for previously completed projects must have been received by CFKA.**

Tips for Completing the Application

- In order to save your work typed into the form, please make sure you have the latest version of Adobe Reader on your computer. This is a free download from the Adobe website.
- If possible, submit well in advance of the deadline. If you do so, our Grants Coordinator may have time to review your submission and flag if anything is missing so you have time to get your completed application package to us before the deadline. Incomplete submissions will not be considered.
- Answer the questions clearly and concisely, and show your passion and excitement for the project. Remember you are trying to convince members of the Community Grants Committee that you have a great project that meets a demonstrated community need, that it will have a positive impact on our community, and that your organization has the resources and ability to carry out the project.
- Point form answers are preferred, except in the media summary.
- Ensure you allow sufficient time to obtain the necessary signatures. All applications require signatures from two signing officers who have formal authority to legally bind your charitable organization. Or, if you are partnering with a registered charity or municipality to deliver this project, you need time to develop a formal written partnership agreement, and obtain the signature of an authorized individual on the required Confirmation of Partnership Agreement form.
- Before submitting your application, please check to ensure that all parts of the form are complete and that you have submitted all the required documentation (see checklist at the end of the application form).
- Answer all questions and do not leave any blanks. Put “no” or “not applicable” or “zero” instead of leaving an empty space.
- Please limit your answers to the space provided in the boxes. Do not expand the box size.
- Font size must be no smaller than Arial 10pt. Do not allow your program to shrink the font size below this to make the text fit in the box.

Other Important Notes:

- If you are presently carrying out a project funded by CFKA, you may apply for a new Community Grant for another project. All final reports are due no later than 30 days after completing a project. If you have any overdue final reports you may not apply for a new grant.
- Note that grant cheques are not given to successful organizations until approximately 3 months after the application deadline. CFKA funds **cannot** be used to fund parts of the project occurring before the grant is approved.
- Make sure that the PDF submission is organized with all pages in a logical order and oriented correctly (e.g. right side up).

Elements of the application

Here are some points to consider as you answer the questions in the application form:

Budget (Section C2 and CFKA Budget Template):

- The amount of funding we have available each round fluctuates based on a three-year average of market returns. There is no set minimum or maximum that you may apply for. Historically, we have given grants as small as \$500 and in a few cases, some over \$25,000. Please ask for an amount that is appropriate for your project. We strongly encourage applicants to seek additional funding from other sources for their projects.
- Use the required CFKA budget template found on our website.
- The proposed project budget is a key part of your application so please make sure to fill it out, using the CFKA template. Please ensure all columns fit on one page – print the budget form as a “Landscape” document if necessary.
- **Applications that do not have a completed budget using the CFKA template attached to all copies will be considered incomplete.**
- Please refer to the budget notes at the bottom of the budget form. Complete those fields on the budget form that apply to your project and put zero (0) for others so that every space is filled. Use the space along the right hand side of the form for explanatory notes if needed.
- **At least two written quotes from vendors/suppliers are required for all purchases over \$500.** This only applies to single items or service over \$500, not several items that add up to \$500. (For example a computer purchase that is \$500 needs two quotes, but the purchase of 500 pencils at \$1 each does not require a quote).
- Please make sure to provide detail about project revenue, whether it is in-kind revenue or funding from other sources. When listing funding from other sources, please be sure to indicate whether that funding is (1) confirmed, (2) pending or (3) declined as of the date of the application.
- In-kind funding is when an item that might have required payment is covered in another way, such as a donation of time, space or equipment. **In-kind costs and in-kind revenue must be the same.** For example, you might list a facility rental as an in-kind cost of \$500 and then list the donation of the facility rental as an in-kind revenue of \$500 from its donor. Recording in-kind contributions this way helps show the value they bring to the project.
- A registered charity is entitled to a rebate of 50% of the federal component of HST and 82% of the Ontario component of HST. A \$100 expense will have \$13 of HST. The rebate would be \$2.50 federally (50% of \$5) and \$6.56 provincially (82% of \$8). Project Budgets should reflect this calculation.
- The budget template will automatically warn you of some issues. Please do not ignore these warnings.
- **Your budget MUST balance (i.e. the total expenses and total revenues must match).**
- **The numbers in your project budget MUST match those quoted in section C2 of your application.**

Please contact the CFKA Grants Coordinator by email at grants@cfka.org or by phone 613.546.9696 if you have questions related to the budget including quotes. Note that the Grants Coordinator works two days a week and may not reply immediately.

Field of Interest/Smart & Caring Community Priorities (Section C4 and C5):

- All projects must choose one field of interest. Your choice will not affect the success or funding of your project; we use it to track the nature of projects. Pick the one that best fits your project.
- Please also indicate if your project aligns with our *Smart & Caring* priority areas. Please see our website: <http://www.cfka.org/smartandcaring/> for more information on our Smart & Caring priorities and criteria.
- Projects that align with our current *Smart & Caring* categories will be given some priority. Projects that do not identify as *Smart & Caring* are also eligible for funding.

Project Overview (Section D):

Please note that for projects that are straightforward equipment requests, shorter answers are acceptable.

Main objectives of your project (question D2): What will you achieve through this project? Depending on the scope of your project, you may have only one objective or you may have several objectives. Stick to the 200 word limit.

Demonstrated local need/interest (question D3):

- How do you know from the local community and/or from within the organization (clients, staff, volunteers, members) that there is a need for or benefit to be realized from this project?
- Was there a consultation process? If so, with whom, when, and what did you learn? (e.g. a survey, a request log, registration or waiting list numbers, focus groups, discussions with potential partners and client bases re: interest level)

Benefit (question D4): People who will directly benefit include clients who will use the service or participants who will be part of the project. People who will indirectly benefit include an audience to a performance, attendees at an event and in some cases the households of direct beneficiaries. Be realistic with estimates.

Intended clients or audience (question D5): A related element in the success of a project or event is the ability to reach your intended clients or audience. How will you reach out to or engage those groups? How do you know they will attend/register/read what you create?

Workplan (Section E):

Sequence of Project Activities (question E1): You should have a work-plan that includes the sequence of activities that will occur throughout the project. We are expecting a demonstration that you have thought through the work-plan from start to finish. Bullet points or lists of steps are welcome and encouraged in this section.

Partnerships (question E3): While not required in all projects, partnerships are encouraged in order to share resources, benefit from synergies, and avoid duplication in the community. Identify any partnerships you have or would seek for this project, and include letters of support specific to your project as part of your additional information. Also identify any other organizations that you have consulted in your planning who may not be official partners. If there are no partnerships or consultations, please provide a strong rationale.

Organizational Capacity (question E4):

- Does your organization have the time, people and expertise (including partner organizations) to carry out this project?
- Time refers to both the project timelines (are they realistic) and to the time required of staff, especially if the project is an add-on to existing duties.
- If contracted staff, volunteers or partner organizations are involved, have you clarified their roles and responsibilities and their relationship with staff?

Evaluation (Section F):

Success (question F1): What will the outcomes and benefits of your project be? Expected changes/benefits of the project may vary in that you may see only a single change/benefit or you may envision several benefits. Please be specific in describing how the project will bring about these changes or benefits.

You should also be specific in identifying exactly who will benefit from this project. Is it a particular group of people or do you see this project as benefitting a broader segment of the population?

Evaluation plan (question F2): An important part of every project is to know if you achieved your objectives i.e. *How will you know you were successful?* You need to include evaluation as part of your workplan, right from the start. There may be a cost which should be included in your proposed project budget e.g. photocopying, postage.

Results may be measured, *quantitatively or qualitatively*, and can be done in many ways depending on the type of project or event you are proposing. Some of those ways include:

- developing resource materials as planned
- tracking the audience through ticket sales numbers
- tracking participants through number of registrants
- follow up written questionnaires from participants
- follow up telephone surveys
- collecting stories or testimonials from participants or audience
- feedback from partner organizations

Funding (Section G):

Requested CFKA project funding (question G2 and G3): Because the demand for funds traditionally exceeds the funds available from CFKA in any granting round, please consider if and how your project could proceed if you are offered only partial funding rather than the full amount requested. Some applicants conclude that the project can only proceed with full funding from CFKA. If you can proceed with partial funding, what things would be funded first?

Future of Project (question G4 and G5): You may be considering possible long term plans for your project beyond the initial 12 month funding period. If your project may continue, describe how you anticipate funding, staffing and otherwise supporting the program in future. If this is a one-time activity, please check “no” in #G4 and put an N/A in the box for #G5.

More Information (Section H):

This is your space to convince readers of the value of the project!

Sharing (Section I):

Media Summary: This is a mandatory part of your application. We will use this to publish stories on successful grants, so consider what you would want outside audiences to know. **Stick strictly within the 50-75 word limit** as excess will be removed and your story will be incomplete.

- Describe what your project will do, who will do it, what its expected impact will be and explain exactly who will benefit.

When explaining expected impact of the project, consider:

- How will this project either enhance the quality of life for residents in our community or strengthen the infrastructure/capacity of your organization?
- Who are the intended participants/recipients/beneficiaries of the project activities?

Recognition (question 12):

Some recognition ideas include:

1. Logo placement: Place the CFKA logo on your website, poster, program, newsletter, brochure or other communications pertaining to your project. You can download our logo here: <http://www.cfka.org/logos/>. Do not alter the logo in any way, and ensure sufficient white space around the logo. Refer to our branding guidelines on our website for details or contact us.
2. Article: Include an article about your project grant in your newsletter, on your website or other communication instruments. Please contact us for information on the Foundation that you could include in your article. If you require a quote for your article, we would be pleased to provide one.
3. Media Release: Issue a media release to promote your project and include information about the support you received through this grant. If interviewed, please make sure to mention the grant. If you require information about CFKA or a quote for your release, please contact us.
4. Events: Mention the grant from CFKA whenever you hold events related to this project. Invite a CFKA representative to attend, and if appropriate, let us know so we can help promote your event through our communication instruments.
5. Signage: Include the CFKA's logo on any signs, banners or similar public signage you prepare related to your project.
6. Social media: Recognize CFKA's contribution in social media posts about your project. Link to our Facebook, Instagram or Twitter (@CFKingstonArea) accounts so we can share your posts and include #thankyouCFKA.
7. Display banner: Borrow our small or large banner to display at your event.
8. Speaker: Invite a representative from the Community Foundation for Kingston & Area to bring greetings at your media or public event. We are happy to have a table/booth when appropriate.

Authorization (Section J):

Charitable organizations will have this signed by two officers with the legal authority to bind the organization. In cases where your organization is partnering with a charitable organization you must submit a completed *Confirmation of Partnership Agreement form* and the authorization section needs to be signed by one officer of your organization who has the legal authority to bind AND one officer from the charitable organization you are partnering with who has the legal authority to bind that organization.

Attachments:

Supplementary Material:

- You may attach a maximum of two pages of supplementary material. This may include photos, stories, articles, letters of support, etc. and is purely optional. **This means one page two-sided or two one-sided pages.** Any extra materials will be removed.
- Do not include cover letters or title pages.
- Required attachments including budget form, school board letter, partnership confirmation form, written quotes and financial statements do not count towards your two pages of supplementary material.

Financial Statements: You MUST include financial statements with your application. Failure to do so will render the application ineligible. The statements must be for the applying organization's most recent completed fiscal year. They may be audited or unaudited. If you are carrying out this project with a partner charity, it is the applicant whose financial statements should be submitted, not the partnering charity. At minimum, financial statements should include all your revenue and expenses for your last fiscal year as well as the balance you hold in any accounts and/or petty cash. **New for 2018: we only require one hard copy of the financial statements.** They must also be included with your electronic submission.

Non-qualified donees partnering with registered charities or municipalities to carry out this project

- The Community Foundation for Kingston & Area is a Canadian registered charitable public foundation. The Canada Revenue Agency (CRA) provides specific direction to Canadian registered charitable public foundations regarding grants and distributions to qualified donees as defined by the CRA. The Foundation is not permitted to grant to organizations that do not meet the definition of a qualified donee. Non-qualified donees are organizations that are not registered with CRA and are not a municipality.
- If you are a non-qualified donee, but are a not-for-profit organization, you may partner with a qualified donee (registered charity or municipality) to carry out this project. In this case, the applicant and the charity/municipality must enter into a formal, written partnership agreement and you must fill out a [Confirmation of Partnership Agreement form](#) which must be attached to your application.
- It is the qualified donee (registered charity/municipality) that signs the Confirmation of Partnership Agreement form.
- The applying organization (non-qualified donee) must also attach a list of the board of directors, committee or volunteer group that qualifies you as having a local presence. This list will not be shared outside CFKA.
- The charitable purposes of both organizations must be a reasonable match.
- Applications from for-profit organizations will not be accepted.

Checklist for Applicants

Before submitting your applications, please check to ensure you have completed all of the following:

Incomplete or late submissions will not be accepted.

- Ensure all sections of the form are completed and attached, as indicated on the checklist on the application form.
 - Completed CFKA Budget Template
 - Application Form using template provided
 - Financial Statements (most recent)
 - Supplementary Information (optional)
 - Other forms as required (e.g. written quotes, school board letter, Partnership Agreement)
- Ensure you have obtained the necessary authorization signatures.
- Ensure that the final reports for any completed CFKA grants have been submitted.
- Ensure your contact person will be available to answer any questions after submission.
- Prepare one original and four photocopies with signatures to submit in hard copy.
Note: a cover letter or title page is not necessary (and will be removed)
- Submit all five copies with signatures by mail or in person any time before the deadline to:

The Community Foundation for Kingston & Area
275 Ontario Street, Suite #100
Kingston ON K7L 1A4

AND

- Submit your application and all related documents as one PDF to grants@cfka.org before the deadline. If necessary, we will accept the financial statements as a separate document. All other attachments, including the budget, must be included in your ONE PDF with your application.
- Keep a copy of your completed Application form for your records.

Submissions must be made in hard copy AND electronic copy.

Double-sided printing permitted and encouraged.

Please note that handwritten submissions will not be considered.

Budget must be submitted using the template provided.

**** Applications must be submitted no later
than 4:30 pm on February 15th or September 15th ****

Incomplete or late submissions will not be accepted.

We will be in touch about 2.5 months after the deadline to advise whether or not your grant application was successful.