

## COMMUNITY GRANTS GUIDELINES

**AMOUNT: \$1,500 - \$10,000**

**DEADLINE: JANUARY 24, 2020**

### ABOUT COMMUNITY GRANTS

West Vancouver Foundation supports charitable organizations working to create and sustain a healthy and vibrant West Vancouver, where everyone is valued, contributes and feels they belong.

Community Grants support a wide range of community projects that create connection and belonging for the community of West Vancouver.

### ABOUT CONNECTION AND BELONGING

Through our Vital Signs research and community engagement, we learned that belonging is integral to community health and well-being. Research shows that when communities are made up of people who feel they belong and who trust each other, we are healthier, social inclusion improves, neighbourhoods are safer, and we are more resilient in the face of emergencies. We also give more of our time and money to support our community.

Belonging has two interrelated parts and we support both with our Community Grants: *Building Community* creates the conditions and places for people to connect – such as building structures and infrastructure – our built environment; and *Community Building* connects hearts and minds through programs - opportunities for arts, culture, recreation, and for connection, inclusion, participation, and contribution.

### IMPACT AREAS

The Community Grants program supports charitable work in the following Fields of Interest:

- Arts, Culture, and Heritage
- Youth and Education
- Health, Wellness, and Safety
- Sport & Recreation
- Environment

### WHO CAN APPLY

A non-profit is eligible to apply if it serves the West Vancouver community and is a [registered charity or qualified donee](#) with the Canada Revenue Agency (CRA).

A nonprofit organization that is not a registered charity wishing to apply for funding from the Foundation may consider developing a formal and genuine partnership with a registered charity whose mandate is similar. The registered charity would apply for funds for the proposed project and receive the funds on behalf of the nonprofit partner. The CRA requires this relationship to be set out in writing, signed by the charity and nonprofit organizations. [Click here](#) to visit CRA's website for more details. The relationship between the Charity and the nonprofit must be an appropriate link, not simply one of convenience (e.g. a library would not be an acceptable intermediary for a little league baseball team).

Terms of the agreement should include:

- a full description of the project being funded;
- responsibility to the charity for ensuring the project is completed by the nonprofit as described;
- responsibility to the charity for distribution of funds to the nonprofit as work progresses on the project; and
- responsibility/accountability of the charity to the Foundation for performance of the nonprofit for the project.

### **ELIGIBILITY**

Community Grants aim to support connection and belonging for the West Vancouver community and will support a wide range of organizational needs. Organizations must have submitted a final report for previous WVF grants before submitting a new application.

Eligible initiatives:

- Must be charitable in nature;
- Fall within the Impact Areas as listed above;
- Must be for the benefit of the community of West Vancouver or the North Shore;
- Improve connection and belonging for the West Vancouver and North Shore Community.

The following initiatives are ineligible:

- Deficit reduction (e.g. debts or loans);
- Building an endowment or fundraising for another purpose;
- Sponsorships;
- Primarily benefitting individuals (such as scholarships);
- Expenses incurred before the date of grant approval;
- Initiatives without specific benefit to West Vancouver;
- Religious activities or services that focus on only one spiritual tradition;
- Political activity that is prohibited by the Canada Revenue Agency.

### **GRANT ASSESSMENT CRITERIA**

Each application will be evaluated considering how the applicant demonstrates:

- Connection and belonging incorporated into the project or plan;
- Project clarity/quality of idea;
- Potential for impact and benefit to West Vancouver or North Shore community;
- Removing barriers so that everyone can participate / addressing diversity, inclusion, and Reconciliation;
- Appropriate partnerships and collaboration;
- A plan for evaluation and ongoing learning;
- A reasonable budget and timeframe.

### WHAT ARE THE REPORTING REQUIREMENTS?

The West Vancouver Foundation values innovation, experimentation, and curiosity. We also place a high value on sharing what we learn openly and honestly, and we want our grantees to do the same. Along with asking you to complete a Final Report by the end of the granting year in which you applied. If you received a grant in 2019, only 2020 applicants that have submitted the Impact Report (also called an Accountability Report) will be considered.

Final reports include the following:

- What did you do? How did it compare to what you thought you were going to do?
- What did you learn?
- Share 1 – 2 stories of impact of your work.
- Budget reconciliation.

### WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

- Staff may contact you to discuss your application or to set up a site visit.
- The Grants Committee will meet to recommend grants for approval by the Board of Directors.
- By mid-March 2020, you will receive an email notifying you if your grant request was approved or denied.

### OUR PROCESS MAP

