



Kenora & Lake of the Woods
**COMMUNITY
FOUNDATION**
Building Forever Together

POLICY: Granting Policy and Guidelines

APPROVED:
January 2008

REVISED/REAFFIRMED:
April 2025

SUBJECT TO REVIEW
April 2028

Table of Contents

Introduction	2
Grant Application Process	2
Grant Cycle Deadlines	2
Grant Applications Outside of Cycle	2
Multi Year Grant Applications	3
Grants From Donor Designated, Agency and Donor Advised Funds	4
Grants from Flow Through Funds	4
Grant Review Process	4
Grant Policies	6
Other Internal Grant Assessment Criteria	8
Types of Grants	9
Grant Guidelines by Program Area	10
Community Service	10
Education	11
Health	12
Environment	13
Heritage	13
Arts and Culture	13
Recreation	14
Religion	14
Grants Communications	14

Introduction

The following section outlines the Kenora and Lake of the Woods Regional Community Foundation's ("Community Foundation") grant approval process for all discretionary grants, as well as current grant guidelines, grant deadlines, types of grants, and grant guidelines for each of the Community Foundation's grant program areas.

The grant guidelines are intended to provide a general operating framework that allows the Board and Grants Committee maximum flexibility in their deliberations.

Grant Application Process

Organizations wishing to apply for a grant through the Community Foundation's discretionary grants process must fill out the standardized application form, which is available electronically on the Community Foundation's website or by calling the Foundation office. Applications and all required attachments must be submitted to the Community Foundation by the grant application deadline.

Grant Cycle Deadlines

There are deadlines each year for grant applications to the Kenora and Lake of the Woods Regional Community Foundation:

Deadlines:

- March - **Moffat Family Fund** applications, supporting projects for children and families.
- March - **Lake of the Woods Dream Funds** applications, supporting projects for the general needs of the community.
- September - **Community Funds** applications, supporting projects for the general needs of the community.

Organizations are eligible to receive a grant once per calendar year. Charitable organizations may submit more than one application per year supporting multiple community projects. Projects must reflect the work of the organization, its charitable purpose and respond to areas of significant community need.

In the case of a collaboration among a group of registered charities, one member in the group may step forward as the applicant without risking their opportunity to apply for their own projects.

Grant Applications Outside of Cycle:

Any unused amounts from the Community Foundations' grant cycle will be reserved for an out of cycle grant fund. The Board will annually approve additional funds if needed to bring this fund to at least \$5000.

Out-of-Cycle grants will be considered for exceptional requests that are time-sensitive and cannot wait for the Community Foundations' grant cycle. These grants do not necessarily have to fit the Community Foundations' grants criteria, but must fall within the categories referenced in **KLWCF Grant Guidelines & Processes**:

- General Needs of Community
- Health & Wellness
- Social Welfare
- Arts & Culture
- Environment
- Animal Welfare

A letter of interest is required for applications but not necessarily a full application. The Community Foundations' grant requirements for acknowledging the Foundation will apply. An evaluation report will be required.

The Grants Committee Chair, together with the Executive Director, will manage the process to consider applications outside of the grant cycle. The process will ensure there is a quick response time, consultation with Grants Committee members who may/may not be KLWCF Board Members, and recommendations moved forward for Board approval.

Reference to the out of cycle grant process will be published on the KLWCF website @klwcf.ca

If a Grantee applies for and receives an Out of Cycle Grant, this does not affect the Grantee's eligibility to receive grants through KLWCF's Granting processes in that same year.

Multi-Year Grant Applications:

Multi-year grant applications may be considered by the Board of KLWCF in the following circumstances:

- The grant request is for a multi-year project with annual payments over more than one fiscal year.
- The grant request responds to a demonstrated significant need in the community of Kenora & Lake of the Woods Region, a strategic priority of KLWCF, and/or enables the leveraging of additional funds for the community (such as matched funding).

Multi-year grant applications will be deliberated at the Board Level, outside of the Grant Committee deliberations.

Multi-year grant applications may be presented to the board verbally or in presentation format and may not require an online grant application.

Applicants are required to make a request to the Executive Director, who will discuss the opportunity to bring forward to the request to the Board to the Executive Committee.

Multi-year grant applications adhere to the same timelines as all other discretionary grants, including consideration as a grant out-of-cycle.

As committing to multi-year grants limits the amount of funding available for applicants in-year and in subsequent years, the Board will consider the multi-year impact on future granting amounts in their deliberations and approval process.

Grants From Donor Designated, Agency and Donor Advised Funds:

Grants will be disbursed to agencies/charities responsible for providing services specified by the donor and as documented in the fund agreement. The recipients of these grants are notified via a grant agreement that the grant has come from the (name) Fund at the Kenora & Lake of the Woods Regional Community Foundation. A grant acknowledgement form/report accompanies the grant, for the beneficiary to confirm receipt.

There is no application process required for agencies to access donor designated and agency funds. Donor advised funds may be distributed through this process, as part of a grant cycle, or through a community need that is identified in other ways.

Grants from Flow Through Funds:

Flow Through Funds allow donors to grant through the Community Foundation in response to emerging community needs. Donors work with our Executive Director to flexibly grant when a donor's giving need matches a charities' work in the community. The recipients of these grants are notified via a grant agreement that the grant has come from a donor through the Kenora & Lake of the Woods Regional Community Foundation. A grant acknowledgement form/report accompanies the grant, for the beneficiary to confirm receipt.

There is no application process required for agencies to access Flow Through Funds. Flow Through Funds may be distributed as part of a grant cycle, when grants are unfilled or underfilled or through a community need that is identified in other ways.

Grant Review Process

- Upon receipt, each grant application is assigned a grant number. A grant summary document is prepared which includes the name of the agency, the amount requested and a short project description.
- Grant requests are then assigned to the executive director who assesses grant applications against grant policies and guidelines and other internal assessment criteria detailed in a subsequent section of this document.
- Grant requests that clearly do not meet our funding criteria (ie: they are projects that fall under the "Grants are not made to, or for" category) will be brought to the attention of the Grants Committee Chair. These

applications will be automatically declined and returned to the applicant with an explanation of ineligibility. A listing of auto-declined applications will be submitted at each meeting of the Grants Committee.

- Following the assessment, the executive director prepares a short write-up of the application. The write-up includes background information on the applicant (including grant history), the financial support requested (including a budget), comments on project details, and a general analysis.
- The Treasurer of the Board will review the projected budgets and financial statements of the grant applications and provides a summary to the Executive Director of this financial review. The ED will follow up with applicants ensuring all financial information is submitted and that the charity's financial and charitable status are in good standing.
- A package containing the grant write-ups is sent to the Grants Committee members as soon as possible in advance of the meeting. The package contains the meeting agenda, the report from the executive director (including a financial accounting of grants made to date against budget), Grant Summary with proposed recommendations, and the grant application write-ups.
- The Grants Committee, when meeting to approve discretionary grant requests, operates with an agenda setting out the amount of grant requests, using a grant survey or matrix designed for that purpose.
- Appearances by the applicants before either the Board of the grants committee shall be at the discretion of either, but appearances are not part of the usual application process.
- Following the Committee meeting, the executive director will prepare a report for the Board for review and approval.
- For grants approved, the executive director verbally advises the organization that the grant has been approved by the Board. Following this, a letter is sent to the organization documenting the amount approved, the process for accessing grant monies, and reporting requirements. The executive director authorizes individual payments to the organization as needed and ensure a post grant report detailing the purpose of the project, outcomes, and lessons learned, is received.
- For grants declined, the executive director verbally provides the organization with the reason why the Committee did not approve the application. A letter stating that the grant application was declined is then sent to the organization.
- Board decisions to decline applications shall not be made public by either the Board, Grant Committee members or Community Foundation staff, except that the executive director may, with appropriate assurances, share such information with other granting agencies as appropriate.
- The Chairperson will report to the Board after each granting exercise the number of grants and value of grants recommended for approved, any proposed policy changes, and grant making trends or issues of current interest. Also, he/she will report on the outcomes of any liaison process between the Foundation and organizations having an interest in grant making activities.

- The Grants Committee, at its discretion, may forward policy issues arising from grants to the full Board.
- The Executive Director shall communicate a formal public announcement of grant approvals.

Grant Policies

The Kenora & Lake of the Woods Regional Community Foundation reviews all grants based on their merit and does not discriminate on the basis of actual or perceived group characteristics as identified in the Ontario Human Rights Code.

- Only registered charities are eligible for grants from the Community Foundation.
- Organizations must demonstrate a strong and committed board, fiscal responsibility, and effective management.
- Projects must benefit the people of the defined geographic area of interest of the Community Foundation.
- Grants are awarded for specific purposes and for projects covering a definite period of time, typically one year or less.
- Pilot or demonstration projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage.
- Matching or challenge grants may be made in appropriate circumstances to stimulate response from other sources.

Preference is given to projects which:

- encourage more efficient use of community resources.
- demonstrate innovative approaches and techniques to solve community issues, and build individual, neighbourhood and/or community capacity.
- address the root causes of issues in our society.
- promote cooperation and sharing among organizations to minimize the potential for duplication of services.
- promote volunteer participation.
- strengthen an organization's capacity to be sustainable. Multi-year grants may be considered for organizational capacity-building projects on a declining basis.

Grants are not usually made to:

- support total operating expenses of established agencies or programs.
- governments.

Grants are not made to, or for:

- individuals.
- annual fund drives or fundraising activities.
- endowment funds
- pay down mortgages or reduce deficits.
- projects or programs that will have been completed before the Grants Committee or Board review takes place.
- political activities
- exclusively religious activities.

Other Internal Grant Assessment Criteria

Organizational Considerations:

- Only registered charities are eligible for grants from the Kenora and Lake of the Woods Regional Community Foundation. Previous track record or demonstrated capacity to deliver projects. Charities must demonstrate that their charitable status is up to date with all charitable reports filed.
- Submission of required reports.
- Registered Charities must provide financial statements for the charity, which includes at minimum, a balance sheet and income statement. School boards, municipalities, First Nations, and hospitals are exempt from this requirement. Further financial information may be requested.
- Community perception of the organization.
- Organization's capacity to contribute to the project – organizations having more than 25% of their annual budget in unrestricted funds will be assessed as having some capacity to contribute to the project, unless their Board of Directors has determined a specific use for these funds.
- Grant history.
- Site visit or application interview (where applicable).

Project Considerations:

- Congruency with organization's mission
- Clear goals and activities; overall viability
- Benefit to the community/numbers affected.
- Qualifications and experience of staff conducting the project
- Support for projects from other organizations
- Consultation and/or collaboration with other community organizations, where applicable
- Realistic budget
- Support for projects from other funders
- Viability of the project should the full amount requested not be provided.

- The need for specific conditions to be attached to the funding.
- Perspectives of diverse community experts and those of other funders are taken into consideration regarding proposed projects.

Other Considerations:

- For larger projects, the Community Foundation looks favourably on the involvement of other funding partners.
- Grants are not typically made for projects that are primarily the responsibility of government.

Types of Grants

Grants are made for the following purposes:

- Capital/renovations - includes grants that provide capital for new buildings, or the money to renovate existing facilities.
- Conferences/events - includes grants for conferences or events such as performances, festivals, anniversary celebrations or special exhibitions.
- Equipment/infrastructure - includes any items needed for core operations such as computers, furnishings, websites, brochures, equipment, etc.
- Program operating - grants that cover the operating costs of a specific program; can include staffing and other program costs.
- Reports/planning - includes strategic plans, fundraising strategies, evaluations, business plans, etc.
- Short term/interim operating support - bridge funding

Grants are also classified as the following:

- Demonstration/pilot project
- General
- Organizational development/capacity building

Grant Guidelines by Program Area

Community Service

Community Service grants generally include but are not limited to the following areas: Amenities or Quality of Life, Animal Welfare, Counselling, Daycare Centres, Drop-in Centres, Community Economic Development, Food/Clothing, Housing, Justice and Community Safety, Residences and Day Programs, and Shelter.

Amenities or Quality of Life

- Grants will be considered for projects that provide amenities to individuals or improve their quality of life.

Animal Welfare

- Grants will be considered for projects that look after the welfare of animals.

Counselling

- Grants will be considered for projects that provide counselling, peer mentoring or therapy to individuals and/or groups.

Daycare Centres

- Grants will only be made to day care centres licensed by the appropriate government authority.
- Priority will be given to “high-need” daycare centres, typically defined as having more than 50% of spaces subsidized by the provincial government.

Drop-in Centres

- Grants will be considered for drop-in centres and community resource centres.
- Priority will be given to centres that offer a range of programming and services.

Community Economic Development

- Grants will be considered for community-based projects that generate solutions to common economic concerns.

Food/clothing

- Grants will be considered for projects that provide food or clothing for disadvantaged groups.

Housing

- Grants will be considered to support housing program initiatives for economically disadvantaged families or individuals.

Residences and Day Programs

- Grants will be considered for community-based residences and/or day programs, typically for persons with disabilities.

Shelter

- Grants will be considered for projects that provide emergency short-term shelter for those in crisis.

Justice and Community Safety

- Grants will be considered for projects that address issues of justice and/or community safety.
- Priority will be given to projects that seek community solutions.

Education

Education grants generally include, but are not limited to, the following areas: Post Secondary Institutions, Adult Education Centres, Employment Preparation and Self Employment, Libraries, Literacy, Professional Development, and Elementary and Secondary Schools.

- Grants will not generally be considered for equipment purchases.
- Grants will not be made for academic programming, conferences, “in-house” activities.

Adult Education Centres

- Grants will be considered for capital/renovation projects, equipment and specialized resource materials for organizations serving disadvantaged groups.

Employment Preparation/ Self-Employment

- Grants will be considered for projects that promote the employment/self-employment of disadvantaged groups.

Libraries

1. Public Libraries:

- Grants will be considered to public libraries.

2. School Libraries:

- Grants will be considered to school libraries.
- Grants will be considered for resource acquisition in libraries or similar educational institutions.

Literacy

- Grants will be considered for projects that promote family and individual literacy. This may include initiatives to develop new literacy resources, staff development, train-the-trainer, equipment/infrastructure, etc.

Professional Development

- Grants will be considered for professional development activities that enhance the skills of staff, board, and/or volunteers of charitable organizations.

Primary and Secondary Schools

Note: All grant applications from schools must be signed by the School Board Superintendent.

- Grants will be considered for outreach pilot projects targeted for youth at risk if there is a commitment from the school division for future, on-going operating costs.
- Grants will be considered for playground equipment in schools with demonstrated community involvement (recognizing parents have limited fundraising capacity and that the equipment will have broader community use), provided the Foundation is not the sole partner.
- Grants will not be made for regular curricular activities.

Other Areas of Support

- Grants will be made to support other educational projects that benefit the citizens of the defined geographic area of interest of the Foundation.
- Grants will be made to support skill-building/educational programs for youth

Health

Health grants generally include, but are not limited to, the following areas: Clinics and Community Health Centres, Hospitals, Personal Care Homes, Health Promotion and Prevention Services, and Health Research.

Clinics and Community Health Centres

- Grants will be considered for community development projects that address population health issues undertaken by Community Health Centres serving disadvantaged neighbourhoods not funded by the Provincial and/or Federal Government.
- Grants will be considered for pilot projects that address health issues not funded by the Provincial and/or Federal Government.
- Grants will be considered for patient amenities and capital improvements not funded by the Provincial and/or Federal Government.
- Grants will not be made for primary health care programs, medical equipment, or other expenditures that are the responsibility of the Provincial and/or Federal Government.

Hospitals and Personal Care Homes

Note: Grant applications must be signed by the CEO of the Hospital or its Foundation.

- Grants will be considered for patient amenities and capital improvements not funded by the Provincial and/or Federal Government.
- Grants will not be made for primary health care programs, medical equipment, or other expenditures that are the responsibility of the Provincial and/or Federal Government.

Health Promotion and Prevention

- Grants will be considered for community-based projects that address health promotion or prevention.

Other

- Grants will be considered to make facilities accessible to persons with disabilities provided the organization can demonstrate broad community use.

Environment

Environmental grants include but are not limited to the following areas: Preservation, Conservation, Promotion, and Education.

- Grants will be considered for education and promotion of environmental issues.
- Grants for Conservation projects will be considered in the defined geographic area of the Foundation and must have broad long term community impact and involvement.
- Grants will be considered for community greening projects.
- Grants will be considered for school greening projects. These projects must be environmentally friendly, have an educational component, and involve students in their planning and execution. Priority will be given to projects that also involve the broader community.

Heritage

- Grants will be considered for museums, special publications, and preservation and restoration projects.
- Grants will be considered to restore historical sites and buildings, provided they have historical significance to the defined geographic area of interest of the Foundation.

Arts and Culture

Arts and Culture grants include, but are not limited to, the following areas: Education, Festival/Events, Performance, Preservation, Conservation or Exhibition, and Special Publications.

- Grants will be considered for artistic endeavours including, but not limited to, festivals, visual arts, theatre, dance, music, literature, film, and video.

- Grants will be considered to support the activities of specific ethnic communities, including cultural centres, to celebrate and share, or create an understanding of their culture.
- Preference will be given to groups that demonstrate broad community support; audience attendance and income from ticket sales are taken into consideration.

Recreation

Recreation grants include, but are not limited to, camps, sports, community centres and other recreational activities.

Camps

- Grants will be considered for camperships (funds to send children to camp) for disadvantaged groups.

Sports

- Grants will be considered to support recreational sport activities for disadvantaged groups.
- Grants to amateur sports organizations must have a broad community impact.
- Grants are not generally made to recreational sports leagues.

Community Centres

- Grants will be considered for the equipment needs of programs in high-need areas.

Religion

- Grants are not made for exclusively religious activities.
- Grants can be made to religious organizations for broad community work.

COMMUNICATION

- Grant Application Guidelines, Grant Application Processes, Grant Application Descriptions, and Reporting Requirements shall be published on the Kenora & Lake of the Woods Regional Community Foundation website.
- All grant communication pieces will be reviewed annually by the Executive Director and Chair of the Grants Committee.
- Grant Committee members will be notified of any changes to these Granting Policies and Guidelines.