

THOMPSON COMMUNITY FOUNDATION GRANT GUIDELINES

1. Project must benefit primarily the people of Thompson.
2. Grants are made only to non-profit organizations with Revenue Canada Charitable Registration Numbers or other qualified donees under the Income Tax Act.
3. Organizations seeking funds must demonstrate a strong and committed board, fiscal responsibility, and management qualifications.
4. Grants are awarded for definite purposes and for projects covering a specific period of time.
5. Types of Grants. Thompson Community Foundation grants are provided for a wide range of projects. Requests may include but are not limited to these types of grants:
 - Equipment – includes items such as furnishings, computers, and special items used by the applicant in carrying out charitable activity
 - Special reports and planning – includes feasibility studies.
 - Capital – includes renovations or new building construction
 - Certain operating support – includes special situations where short term support is required for organizations to establish regular operating support
 - Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increases response from other sources.
7. Projects proposals **not eligible** for Thompson Community Foundation funding are those that:
 - a) Support operating expenses of established organizations or programs;
 - b) Go towards operating or capital deficits;
 - c) Go towards annual fund drives for sustaining support;
 - d) Establish or add to endowment funds;
 - e) Fund specific medical or scientific research projects;
 - f) Support religious organizations for direct religious activities;
 - g) Promote political activities or support advocacy initiatives;
 - h) Provide general conference support.

Projects proposals **not eligible** for Moffat Family funding are those that:

- a) Support operating expenses of established organizations or programs;
- b) Go towards operating or capital deficits;

- c) Go towards annual fund drives for sustaining support;
- d) Establish or add to endowment funds;
- e) Fund specific medical or scientific research projects;
- f) Support religious organizations for direct religious activities;
- g) Promote political activities or support advocacy initiatives;
- h) Provide general conference support.
- i) Provide support for projects that are supported by government funds.

Project proposals **not eligible** for the Thompson Health Foundation Fund:

- a) Capital projects such as replacement and maintenance of required items would not be eligible for funding however cost associated with upgrading to a model that would better serve identified needs would be considered.
- b) Operating expenses and general maintenance will not be eligible for funds.

8. All applicants must complete a grant application form. If you need more room to complete any section of the application, please attach additional pages. A meeting with Thompson Community Foundation directors or staff may be required.

9. Grant applications received from outside of Thompson will be considered only for projects that benefit the community of Thompson. These grant applications must include 2 letters of community support from individuals/organizations from the Thompson area. The application must also reflect who in Thompson will be responsible for the project and how the project will be maintained (if applicable).

Applicants receiving a grant must complete Thompson Community Foundation's *Requirements to Receiving a Grant*. The requirements are stated below...

Requirements to Receiving a Grant

After receiving a confirmation letter from Thompson Community Foundation (TCF) you will know the total amount you will receive in grant funding. Grant funding can only be used to cover items listed in your confirmation letter.

All receipts must be dated **after** a grant is awarded

- If a GST rebate is claimed by your organization – deduct 50% of the GST from your grant application

Must attend the AGM. The date of the meeting is on the covering letter.

After your funding has been spent (**recipients will be required to pay for their project, then you will be reimbursed by TCF**), please e-mail project receipts/paid invoices to TCF, to verify payment has been made.

Then contact TCF to schedule a site audit and photo.
TCF will meet with you to ensure that the project has been completed.

After requirements are met and TCF has reviewed your project - a cheque will be issued. The cheque will be mailed to you or presented on site.

Every organization that receives funding from TCF **must** make a public acknowledgement of the grant and forward a copy of the announcement to TCF. This can be in the form of;

- a public “Thank You” in the paper
- arranging for media coverage when the cheque is presented
- or a plaque on the item stating this item was purchase through a grant from the Thompson Community Foundation

Your announcement will let the public know that the Thompson Community Foundation is helping community life flourish and will help TCF grow.

If you have received a grant through the Moffat Fund, TCF asks that the following wording be used in your announcement;

-We would like to thank the Thompson Community Foundation, who provided us with the grant money though the Moffat Fund...

In the event that:

a. The item(s) stated in your grant letter are purchased at a lower cost than quoted on your grant application, TCF will **only reimburse the amount of the purchase price** of that item.

b. The item(s) stated in your grant letter are purchased at a higher cost than originally quoted on your grant application, TCF will **only reimburse the amount stated in your grant letter**.

The **deadline** to complete these requirements is **December 1st** of the year your confirmation letter was received.

A written impact statement of the project will be requested by TCF, after the cheque has been issued.

Failure to complete the grant process or request an extension by the given dates may terminate the agreement. Responsibility for contacting Thompson Community Foundation lies solely with the grant recipient.