

Thompson Community Foundation Granting 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;*
 - i) *On-going school projects or programs (classroom or educational costs that are part of the standard educational system. Examples of such costs might include books, desks, audio visual or computer equipment, etc.)*

*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;*

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- h) *Provide general conference support.*
- i) *Provide support for projects that are supported by government funds.*
- j) *On-going school projects or programs (classroom or educational costs that are part of the standard educational system. Examples of such costs might include books, desks, audio visual or computer equipment, etc.)*

*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).*
10. *As a community foundation we are legally obligated by CRA regulations to only grant to registered charities, registered Canadian amateur athletic associations or other qualified donees as classified by the CRA. Therefore, we are unable to grant to individuals or non-registered non profits. However, there are situations when a non-profit is working closely with a registered charity and can apply as part of an Intermediary agreement. When using an Intermediary, the Applicant (Registered Charity/Qualified Donee) must still direct and control the use of the resources associated with the activity (although it may generally delegate authority to the Intermediary (the non-profit) to make day-to-day operating decisions). For the purposes of this application form, an Intermediary is the organization that the Applicant works with to carry out the Applicant's own activities. An Applicant cannot merely be a conduit to funnel money to an Intermediary organization that is not a Qualified Donee.*

**Note that the opportunity to apply with a charitable partner is not meant to allow groups to circumvent CRA rules, but rather to support genuine partnerships between charities and non-profits.*

If your organisation is partnering with a charity/qualified donee for this grant, please contact Thompson Community Foundation for our acceptable Partnership Agreement (also provided on our website in both MS WORD & PDF formats). A letter of support is NOT an acceptable Partnership Agreement.

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

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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 3rd Tuesday of June at 4:00pm.
- After your funding has been spent, please e-mail project receipts/paid invoices to TCF, to verify payment has been made.
- Every organization that receives funding from TCF **must** make a public acknowledgement of the grant and forward a copy of the announcement to TCF. 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 Family 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.

- All successful applicants must provide a brief final report, which includes
 - a digital photo & email it to tcf@mymts.net.
 - a brief description of the activities
 - impact in the community
 - notable successes or lessons learned; and
 - plans for follow-up activities (if any).

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.