



# The Perth and District Community Foundation

## Granting Guidelines

The Foundation serves the western half of Lanark County and as a registered charitable organization, invests funds entrusted to it and makes annual grants from the income earned. Grants are made to registered charities or in certain cases to applicants sponsored by a qualified donee (a registered charity, a municipality, a school board etc.). Grant applications are accepted from September 30th to November 15<sup>th</sup> annually and successful applicants will be advised of their approved grant amount by January 31<sup>st</sup> of the following year.

### Eligibility

#### To be eligible to receive a grant, organizations must:

- be recognized by the Canada Revenue Agency as registered charity
- demonstrate fiscal responsibility and have a committed volunteer board
- be based in our geographic coverage area or provide services that directly benefit the citizens of Perth and the Townships of Tay Valley, Drummond/North Elmsley and Lanark Highlands
- submit all the requested information and supporting documentation in their application
- be in operation at least one year

### Priorities

Preference is given to new initiatives but a project may receive more than one grant provided there is evidence that the program is developing successfully. An established program may receive a grant if it faces a new opportunity. Priority will be given to projects which:

- Encourage more efficient use of community resources
- Expect to test or demonstrate new approaches and techniques in the solution of community problems
- Are developed in consultation with other agencies and planning groups, and those which promote co-ordination, co-operation and sharing among organizations and the elimination of duplicated services
- Promote volunteer participation and citizen involvement in the community
- Address Identified current needs and projects that strengthen our community and enhance the quality of life

Applicants are also encouraged to demonstrate how their projects help to build the capacity of individuals, organizations and the community.

## **Sectors**

The Foundation's granting program supports a broad range of projects and activities that respond to our community's greatest needs by promoting and enhancing programs that address the following areas:

- Youth
- Seniors
- Health and Support Services
- Education
- Environment
- Arts and Culture
- Sports and Recreation
- Social Development

The Community Foundation solicits and accepts grant applications from organizations that meet our funding guidelines. These grants are supported by the generosity of donors who have directed their funds to unrestricted purposes or to a broad field of interest. Grants may also be selected for funding by one or more donors.

A Grants Committee, comprised of representatives of the Foundation's Board of Directors, evaluates applications and in some cases makes recommendations to donors. The Grants Committee makes recommendations to the Foundation's Board of Directors for approval of grants within the Foundation's Granting Policy and within the parameters of the available funds.

### **What we do not fund:**

Grants will not be considered for the following purposes:

- to support ongoing core operating costs (e.g. staff salaries, office equipment, etc.)
- to provide money for fundraising events, activities or annual campaigns
- to fund partisan political or religious activities
- to fund sponsorships
- to cover deficits
- to provide endowment funds
- to cover any expenses incurred prior to The Perth and District Community Foundation's grant decision date

Grants will not normally be considered for the following purposes:

- to contribute to major renovation or capital construction costs
- to support individuals (an exception may be made in cases where supported by an intermediary organization that is a charity registered with Canada Revenue Agency)

## Follow Up

In order to enhance the benefit of the grant to the recipient organization and other community groups, The Perth and District Community Foundation (PDCF) expects grant recipients to:

- Evaluate their projects
- Submit a final report to PDCF within one month after completion of the project and no later than August 1st in the year the grant is received

EVALUATION will involve analyzing the measurable outcomes set during project planning, and should include a determination of what the project organizers would keep the same and what they would change for future projects. Such reflection may uncover useful learnings about how the project evolved over time and the reasons for the change.

THE FINAL REPORT will evolve from the evaluation, and will contain a final statement of revenue and expenses, photos and a press-ready story describing the project's impact. Grant recipients are asked to provide samples of any public recognition for the grant.

Please keep in mind that we require an electronic version of the Final Report to be completed one month after the completion of the project or by August 1<sup>st</sup> of the year during which the funds are received- whichever comes first.

Applicants are encouraged to contact the Foundation in order to discuss their project prior to application. In order to receive additional information and an application form please visit our website.

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The Perth and District Community Foundation reserves the right to limit grant amounts.