

PDCF Community Grant Guidelines 2023-2024

Please read the following guidelines before completing the PDCF Grant Application Form.

What are the grants intended to support?

Projects must directly benefit the residents of the Town of Perth, the townships of Drummond/North Elmsley, Tay Valley and Lanark Highlands.

Preference is given to projects which:

- involve collaboration with other community partners
- are new initiatives or innovative in nature.

Historically, PDCF grants have supported projects which are community priorities and the average grant over the past three year has been \$5,000.00

Who is eligible to apply?

- Grants are made only to charities registered by the Canada Revenue Agency (CRA) or other qualified donees as defined by the CRA (a municipality, a school board, etc.).
- In 2022, changes were made to the Income Tax Act and CRA's granting guidelines which allow PDCF to expand our Community Grants to include local non-profit organizations that do not have a registered charitable status
 - As with any applications, eligible projects must directly benefit residents in the PDCF operational area and further the charitable aims of PDCF.
- Individuals may not apply.

What kinds of projects are not eligible to apply?

- Projects or programs that will be completed before the application deadline
- Annual fund drives or other projects designed for fundraising purposes
- Projects related to religious activities, political activities or lobbying
- Projects deemed dismissive or offensive
- Any activity taking place outside Canada

What is the deadline to apply?

- Applications must be received by email by October 31, 2023. Only emailed applications will be accepted.
- All applicants will receive notice of the Foundation's decision by January 31, 2024.

How are grant recipients selected?

Eligible applications are judged by the Grants Committee of the Perth and District Community Foundation, which makes its decisions taking into account:

- the quality of the proposed project,
- the potential impact of the project, and
- the demonstrated ability of the applicant to carry out the project.

Preference is given to projects that:

- involve collaboration with other community partners
- are new initiatives or innovative in nature.

Reporting on grants

- On or before October 31st of the year the grant is received, grant recipients must submit a final report describing the use of the grant. If the project can only be completed by December 31st, an interim report must be submitted by October 31st, with the final report due upon completion of the project.
- Grant recipients are required to complete the PDCF Grant Report Form, downloadable here: <https://www.pdcf.ca/grants/>
- Submission of the report to PDCF is a prerequisite to be considered for future funding.

Getting help to complete the application

If you have questions or need assistance with the grant application process, we are happy to help. Please contact us at pdcf@bellnet.ca or by phone at 613-326-0295.