

# The Steinbach Community Foundation Inc. Granting Process Information



## 1. MARCH

Submit grant application by March 31 5pm. Grant applications are available through The Steinbach Community Foundation Inc.'s (SCF) website [www.steinbachcommunityfoundation.ca](http://www.steinbachcommunityfoundation.ca) or email [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca).

## 2. APRIL

Grant applications will be divided amongst SCF board members for review. Board members may contact each assigned grant applicant for a brief casual conversation regarding the project, the organization, needs of community, how this project addresses those needs, and grant applicants may also ask questions of SCF. If any further documentation is required, the Board member will ask for same at this time.

## 3. MAY

The SCF Board meets the third Wednesday in May to review all applications and make all final granting decisions. Immediately following said meeting, SCF staff will be in contact with each applicant either way to advise of the Board's decision, and next steps.

## 4. JUNE

Announcements and presentations will be made at the spring SCF Granting Awards Night/AGM held the third Wednesday of June, unless otherwise notified. Location and further details of said Awards Night will be forwarded to all grant recipients early June. This presentation is typically for media purposes only as no cheque is physically presented until all receipts are provided and the signed agreement is received by the SCF staff. Grant recipients may invite as many people as they wish to attend this event. Prior to this event, the grant recipients will be contacted by videographer Matt Reimer of Reimer Digital for an interview regarding their project. A video will be compiled showcasing all grant recipients and shown at the Grant Awards Night as well as on Facebook and the SCF website.

## 5. GRANT AGREEMENT

For grants that are awarded, the grant recipient is required to sign the Grant Agreement provided by SCF staff via DocuSign as soon as possible.

## 6. RECEIPTS

Upon completion of the granted project, all receipts must be submitted for payment. A cheque will be written for the full grant amount as per proof of receipts. The receipts must add up to at least the amount of the approved grant to collect the full amount. If your receipts add up to more, you will receive the amount of the approved grant. If your receipts add up to less than the grant amount, you will receive the amount of your receipts. You may email receipts to [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca) or mail to Unit 1 – 385 Loewen Blvd., Steinbach, MB R5G 0B3. Please feel free to contact the SCF office if you have any questions or concerns regarding this step in the granting process.

## 7. ONE YEAR

All grant agreements state payout must be made by SCF within one year. If that is not possible, please provide a letter or email to SCF asking the SCF Board for an extension of one year. Sometimes it is not possible to complete a project within the allotted time frame for various reasons, however, the SCF Board should be advised of same. If the SCF Board does not receive a letter to extend, the grant will be rescinded as per the date on said agreement.

## 8. SUPPORT LOCAL

The Steinbach Community Foundation Inc. (SCF) prefers to support local business growth and support local community wellness. Therefore, SCF encourages all grantees to shop and source all materials from local businesses rather than online shopping. SCF recognizes this may not always be possible, and at that point purchasing elsewhere is acceptable. However, shopping local does support SCF's vision and mandate of sustainability, longevity, and well-being of SCF catchment area businesses, residents, and donors.

## 9. CATCHMENT

SCF granting catchment area is east of Hwy 75, south of Hwy 1, west of the Manitoba / Ontario border, north of the U.S. border.

## 10. FINAL REPORT

Submit a formal report to the SCF by June of the following year the grant was made that states:

- a. the amount received,
  - b. completed budget detailing project revenues and expenses,
  - c. photos of completed project, quote from grant recipient or press ready story of project, and permission for SCF to use said photos and quote or story in media releases, Facebook/Instagram posts and SCF website,
  - d. photos of dedication plaque (if agreed upon),
  - e. screen shots of Facebook, Instagram, or electronic screen posts (if any) that will include the SCF logo indicating SCF's support for the project,
  - f. electronic copies of posters, programs, newspaper ad, radio ad script, visual signage, multi electronic media ad, and/or programs (if any) that will include the SCF logo indicating SCF's support for the project,
  - g. number of volunteers involved in the completion of the project,
  - h. a summary of materials, proof you attempted to shop local for materials, programming, food, etc.,
  - i. how this grant impacted the project, and how the project impacted the services offered by your organization to southeast Manitoba.
- Try to keep answers as short and simple as possible.

## 11. RECOGNITION

Please note: the Grant Agreement does ask that you advise SCF how SCF will receive recognition. *ie. The recipient will advertise SCF's support for this project by any one or more of the following means: newspaper ad, radio ad, program ad, visual signage, or multi electronic media ad ie social media, website, electronic screens. Copy or photo of said advertising will be*

*forwarded to the SCF within 30 days of the receipt of the SCF cheque or unless otherwise agreed.*

SCF will forward an electronic logo for recognition purposes.

If you have any further questions, please feel free to contact SCF.

**Mary Jane Hiebert, Chair**

**The Steinbach Community Foundation Inc.**

Unit 1 – 385 Loewen Blvd., Steinbach, MB R5G 0B3

Phone: 204-823-4521 Email: [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca) Website: [steinbachcommunityfoundation.ca](http://steinbachcommunityfoundation.ca)

Endow Manitoba page: The Steinbach Community Foundation

*Please consider leaving a gift in your will to the Steinbach Community Foundation.*

# Grant Application Form

(See granting policy attached)



**Please be thorough and brief:**

Name of Project: \_\_\_\_\_

Short, descriptive title of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Short, descriptive title of the applicant:

\_\_\_\_\_  
\_\_\_\_\_

Funding requested: \_\_\_\_\_

Total project cost: \_\_\_\_\_

Confirmed and unconfirmed sources of revenue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If SCF can only grant partial funding, would the project proceed? Please circle one: Yes No

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant organization:**

Contact name \_\_\_\_\_

Organization name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Date Established: \_\_\_\_\_

Number of employees & volunteers: \_\_\_\_\_

CRA Charitable Number/ Rural Municipality /Town/City Agreement if no Charitable No.

NOTE: letter of agreement must be submitted for SCF to pay out grant if not a CRA registered charity. See Schedule "A" attached.



How will you measure the success of this project?

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Proposed goals and outcomes of this project?

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Planned expenses and timeline:

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**NOTE: Please attach quotes and photos if available.  
Please attach budget.**

Your plans to acknowledge your partnership with The Steinbach Community Foundation Inc.:

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Signing Authority (Chair, Treasurer, Secretary)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Ph 204-823-4521 Email [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca) Website [www.steinbachcommunityfoundation.ca](http://www.steinbachcommunityfoundation.ca)



Unit 1 – 385 Loewen Blvd., Steinbach, MB R5G 0B3 Ph 204-823-4521

## SCHEDULE “A”

# Confirmation of Written Agreement Between a Registered Charity and a Non-profit Organization

The Steinbach Community Foundation Inc.(SCF) is restricted by the Income Tax Act to make grants only to organizations that are Registered Charities (RC).

Non-profit organizations (NPO) who do not have a registered charity (RC) number can only apply through a RC with which they have a formalized partnership (through a written agreement), a history of collaboration, and a similar mission and vision.

Please note: If there is no written agreement, the RC may not be able to clearly establish that a project is charitable and that it is carrying on activities in keeping with its mandate. This could jeopardize the status of the RC under the Income Tax Act.

The project grant, if approved, will be made out to the RC for disbursement to the NPO.

In compliance with the recommendations of the Income Tax Act, this is to confirm that:

**Name of Registered Charity:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Registered Charity #: \_\_\_\_\_

Has entered into a formal written agreement with:

**Name of Non-Profit Organization:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
To take on the project: \_\_\_\_\_  
as part of the RC's own activities and in keeping with the RC's mandate.

\_\_\_\_\_  
Representative/Chair/Treasurer

Date: \_\_\_\_\_

For more detailed information:

Canada & Revenue Agency: [www.cra-arc.gc.ca/tax/charities](http://www.cra-arc.gc.ca/tax/charities) or call 1-800-267-2384



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Please analyze the measurable outcomes set during your project planning/process. Now, determine what the project organizers would keep the same and what they would change for future projects. Explain

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Please attach the following:

- a. completed project budget detailing project revenues and expenses,
- b. photos of completed project,
- c. quote from grant recipient and/or short press ready story of project, and permission for SCF to use said photos and/or quote/story in SCF media releases, Facebook/Instagram posts and SCF website,
- d. photos of dedication plaque (if agreed upon),
- e. screen shots of Facebook, Instagram, visual signage, multi electronic media ad, posts that will include the SCF logo indicating SCF's support for the project,
- f. electronic copies of posters, programs, newspaper ad, radio ad script, and/or programs that will include the SCF logo indicating SCF's support for the project,

Report submitted by:

Name and Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_



## About The Steinbach Community Foundation Inc.:

The Steinbach Community Foundation Inc. (the Foundation) was established in 1993 for the purposes of establishing permanent endowment funds and distributing the income for the long-term benefit of the community. The Foundation is dedicated to enhancing the quality of our community life by funding local projects that address social, health, heritage, sport, recreational, art and culture, child welfare, youth development, family well-being, educational and environmental needs and priorities in Steinbach and the surrounding area.

The Foundation is funded by many donors, from all walks of life, gifts range from a few to thousands of dollars. These gifts are invested in a capital fund with only the income from the investments being used for grants, which assist a wide variety of local initiatives. Donations to The Steinbach Community Foundation will serve the entire community year after year, for good, forever.

The Foundation is governed by a Board of Directors comprised of volunteer members of the community who serve for minimum of 3 years and a maximum of 9 years and is supported by a part-time staff. The Board evaluates each grant application and distributes grants to those projects they feel will most benefit the area.

## Formal Requirements:

Grants are made to projects or programs that are delivered in or significantly positively impact the City of Steinbach and the surrounding area. Grants are made to Canada Revenue Agency (CRA) registered charities or other qualified donees under *The Income Tax Act* (Canada).

Non-profit organizations that do not have a charitable registration number can be sponsored by a registered charity. It is a requirement that the non-profit organization and the registered charity have a written agreement that formalizes the relationship between the two that meets CRA requirements. The application must be made by the registered charity and include a confirmation of the written agreement.

## The Steinbach Community Foundation Inc. grants will generally NOT fund:

- Endowment funds with other organizations
- Core ongoing operating expenses
- Fundraising events
- Retroactive expenses
- Debt retirement or cover deficits
- Individuals
- Exclusionary activities

## Evaluation Criteria for Grant Applications

The Foundation gives preference to projects and programs where a moderate amount of grant money will have a significant impact. Successful grant proposals are ideally characterized by a well-planned approach, evidence of community support, efficient use of resources, ability to serve a need in the community, collaboration, volunteer participation and citizen involvement. In order to utilize the resources of the Foundation for maximum community benefit, each grant application will be evaluated on the following criteria:

1. The project should build on the strengths of the community to respond to identified needs and priorities.
2. The applicant organization must demonstrate responsible financial and legal accountability.
3. The project must be undertaken by organizations that are well governed and managed.
4. The project must be realistic and within the capacity of the applicant to carry out.
5. The project should not duplicate existing services, or if so, demonstrate why the overlap is warranted.
6. The applicant should provide evidence of collaboration with other agencies.
7. The project or applicant should include evidence of support from other funding sources or the broader community. If partnering with another organization in this application, then please include a letter of support from that organization.
8. The project or applicant should demonstrate a reasonable probability of ongoing support from other funding sources in the future or clearly indicate that the project is intended to continue for a limited time span or is a discrete project/purpose for which all costs have been disclosed on the application.
9. The project must be located in or of a direct benefit to the residents of Steinbach and the surrounding area.
10. Capital projects will be considered if there is a demonstrated need.
11. Pilot or demonstration projects must include provision for an evaluation (measure of success) and a realistic plan for financial viability beyond the pilot stage.
12. The applicant should disclose if they have applied to the Foundation previously, and if so, the amount of previous grants awarded and the dates they were received.

13. Preference is given to projects which:
  - a) encourage more efficient use of community resources;
  - b) expect to test or demonstrate new approaches and techniques in the solution of community problems;
  - c) address the underlying causes of problems in our community rather than dealing only with the symptoms;
  - d) are developed in consultation with other agencies and planning groups and those which promote coordination, cooperation and sharing among organizations and the elimination of duplicate services;
  - e) promote volunteer participation and citizen involvement in the community;
  - f) demonstrate evidence of community support and organization initiative;
  - g) support segments, issues or needs of the community that have not recently received funding from the Foundation;
  - h) are deemed by the Board to be of high value, impact or importance to the community.

### **Grant Application Guidelines and Processes:**

1. Grant application deadline once per year: March 31.
2. Grants shall be in the prescribed form, are available on the Foundation website and shall include:
  - Name and contact information for the organization/project
  - Charitable registration number or letter accompanied by a written agreement from the sponsoring registered charity
  - Basic information describing the organization and its management i.e.) members of the current board and executive director
  - Financial information, including financial statements and/or current budget for the organization and for the project should be available on request. They do not have to be attached to the application.
  - Complete description of the project including a statement as to the community need, issue, or segment that will benefit by the project, how the project will be supported by the community or vice versa, the importance of and need for the project, any expected measurable outcomes for the project, and should highlight innovation and collaboration with other community partners.
  - Total project cost and amount of funds requested from the Foundation
  - Date funds are required by
  - How the Applicant will recognize the Foundation's support
  - Authorized signature
3. The Foundation will review all qualified applications received based upon their merit in relation to the grant criteria listed in this policy and funds available for distribution. The Foundation Directors of the Board may request additional information if deemed necessary, conduct interviews of representatives of the applicant, consider such other information as the Directors may consider reasonable, and may set terms and conditions on any grants awarded.

4. The Foundation Board of Directors shall have the final decision in awarding grants. Approval of grants will be by way of motion carried by the Board.
5. All changes to a project or application after the Foundation has approved a grant must be brought back to the Board for re-approval.
6. Proof of expenditures must be provided to the Foundation for grants awarded before payment of the grant.
7. Applicants will have one year from the date they receive notification that their application has been approved by the Foundation to submit their fund request (along with proof of expenditures). Should the grant not be used within the one-year time limit, the applicant may make a written request for an extension of time. The extension is subject to the approval of the Board of Directors. Failure to either use the grant or request an extension within the one-year time limit will result in the grant lapsing. Lapsed grants will become available for distribution at the next grant application deadline.
8. Successful applicants will be notified by the Foundation staff.
9. All successful applications will be required to submit a Final Impact Report upon completion of the project with a deadline of June 30 of the following year. The Final Report should contain the following elements: a final budget detailing project revenues and expenditures, a press-ready story and photographs demonstrating the project impact, and samples of any public recognition of The Steinbach Community Foundation grant.
10. In order to enhance the benefit of the grant to the recipient organization and other community groups, the final project 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, what they would change for future projects. Such reflections may uncover useful learnings about how the project evolved over time and the reasons for the change which may be used to improve future projects and organizations through the development of best practices.

**The Foundation Board has the authority to withhold or recover grant funds misused or misapplied and has an obligation to investigate allegations of misuse, misallocation or misconduct.**

**Monitoring:** This Policy should be reviewed every 3 years.

**Board Acceptance:** This policy was reviewed and approved by the Foundation Board February 23, 2022. Next review in 2025.