

GRANT APPLICATION GUIDELINES

The objectives of the Community Foundation of Portage & District are:

- a) to support family well-being;
- b) to promote the development of children, youth and seniors programs;
- c) to assist and promote the arts, culture and heritage activities;
- d) to advance education;
- e) to support and advance the provision of medical services;
- f) to support the enhancement of the environment;
- g) to support social programs;
- h) to support and advance other community activities or facilities of a charitable nature.

In order to accomplish these objectives effectively and efficiently, the Foundation has developed a thorough review process for grant applications. The granting guidelines are listed here for agencies to review prior to completing an application form.

1. Project must benefit primarily the people of Portage and District.
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. 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 underlining causes of problems in our society rather than dealing only with 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.
6. Capital projects will be considered if there is a demonstrated need.
7. Bursaries and scholarships are awarded to educational institutions and not to individuals.

8. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
9. 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.
10. Projects proposals not eligible for 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.
11. All applicants will be required to complete a grant application form. A meeting with Foundation directors or staff will be required.
12. Applicants receiving a grant will be required to submit a final report and support photos upon completion of the project.

Application Deadlines: April 1, September 1 and December 1

Please send 7 copies of your application and support documents and mail to:

**Community Foundation of Portage and District Inc.
P.O. Box 1153
Portage la Prairie, MB R1N 3J9**

IMAGINE CANADA'S CANADIAN DIRECTORY TO FOUNDATIONS AND CORPORATIONS.

CFPD is partnering with the Portage la Prairie Regional Library to provide Imagine Canada's Canadian Directory to Foundations and Corporations online program. Not-for-profit organization may access the Directory on the Library computers to search for funding for projects. The library computers are often busy so you have the option to bring your own laptop and access the site. Please ask the staff to help you.

The Online Directory is Canada's largest and most accurate bilingual fundraising database. They have more than 3,100 foundation listings, more than 150 corporations and over 90,000 indexed grants. The Directory is updated every week. Multiple search options allow fundraisers and other grantseekers to narrow and customize their search for much-needed funding.