



Community Foundation of Portage and District Inc.
206 Saskatchewan Ave E
Portage la Prairie, MB, R1N 0K9
info@cfpdi.ca
Phone: 204-856-1971

GRANT PROCESS & GUIDELINES

The Community Foundation of Portage & District (CFPD) is a public foundation serving the charitable needs of donors and grant seekers in the City & RM of Portage la Prairie. The contributions of donors are pooled into permanent endowments funds. A portion of the interest income earned from the endowment provides grants to financially support organizations whose primary focus is in the City & Rural Municipality of Portage la Prairie.

Applicant may be asked to attend a meeting with the CFPD directors or staff to discuss the Application.

An appointed grants committee makes a recommendation of grant recipients to the Board of Directors based on CFPD grant policies and applications received. The recommendation requires a majority vote of approval by the Board.

CFPD may find it necessary to limit the frequency of applications/grants of any one organization in order to ensure equitable access to funding support for all organizations. CFPD will also not consider applicants that have previously received funding and have not completed the formal reporting requirements.



GRANT ELIGIBILITY GUIDELINES

To ensure eligibility, Applicants are encouraged to carefully review the following Eligibility Guidelines, prior to completing a Grant Application.

1. Project must be in or be of benefit to the citizens of Portage la Prairie and District.
2. Project must support at least one of the CFPD's Objectives (listed on the application)
3. Applicant must demonstrate a strong and committed board of directors or governing body, a history of fiscal responsibility and management qualifications.
4. 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 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.
5. Pilot or demonstration projects may be considered but must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. While it is impossible to address every scenario, the general exclusions where grants are not to be made are:
 - a. Regular operating expenses of established organizations or programs, such as wages, salaries, utilities, rent, insurance, annual fees and/or licenses, etc.;
 - b. Operating or capital deficits;
 - c. For term support, sabbatical leaves, student exchanges and travel expenses;
 - d. Fundraising campaigns, events or sponsorships;
 - e. Establishment or addition to endowment funds;
 - f. Religious activities, political activities, or advocacy initiatives;
 - g. General conference expenses;
 - h. Expenses incurred prior to receiving approval of grant.
 - i. To fund projects for which the applicant has sufficient internal resources.

If you have any questions, please contact us by email at info@cfpdi.ca or by phone at 204-856-1971 well before the deadline.



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GRANT APPLICATION CHECKLIST

All Applications must include the following in separate electronic files:

Applications received without required documents will be considered incomplete and will not be accepted unless there is a valid reason. Please indicate whether the cash surplus listed in the financial statement balance sheet is restricted or unrestricted. Restricted funds are earmarked for a specific purpose where donors alone can direct the usage.

- Completed Application Form
 - Most current year end financial statements, including an income/expense statement or statement of operations and balance sheet or statement of financial position.
 - Total Revenue and expense budget for the current year
 - List of Organization's Board of Directors or members of Organization's governing body
- Read & followed the 'Grant Process & Eligibility Guidelines' information above

If proposed project includes funding for any capital expenses (e.g. construction, furniture, equipment, appliances, etc.), application must also include:

- Two (2) quotes for any single expense over \$500.

If more than one organization is submitting the application, application must also include:

- Partner Applicant Support Form
(form available online or [click here](#) to download)

Application form and all supporting documents are to be submitted electronically by e-mail to: INFO@CFPDI.CA, mailed to: 206 Saskatchewan Ave E, Portage la Prairie MB R1N0K9 or dropped off at the office.

Annual application deadlines: March 15th & October 15th

YOU ARE RESPONSIBLE FOR ENSURING YOUR APPLICATION IS COMPLETE AND SUBMITTED ON TIME..

Please provide an explanation if required documentation is not supplied.



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GRANT APPLICATION FORM

PART 1 - APPLICANT DETAILS

Name of Applicant Organization: _____

Name of Person completing this form: _____

Title of Person completing this form: _____

Organization's Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ Cell Phone: _____

Email: _____ Website: _____

Years Established: _____ No. of Employees: _____ No. of Board Members: _____

Charitable Tax/Business Number if applicable: _____

Has your organization received any previous grants from C F P D ?

Yes No

If yes, have all final grant reports been completed and submitted to CFPD?

Yes No

Provide a brief description of your organization. Include, what its purpose is, what services does it provide, how is it funded, and who your members and/or clients are. If you have members is there a fee to join. (Maximum 250 words)

If Applicant Organization is partnering with another Organization in this Application, **Partner Applicant Organization Support Form** must accompany this Application (form available online or [click here to download.](#))

PART 2 - PROJECT DETAILS

Project Name: _____

Total Project Cost: \$ _____ **Amount Requested:** \$ _____

Project Start Date: _____ **Project Completion Date:** _____

Project Type:

- | | |
|---|--|
| <input type="checkbox"/> One-Time Capital Project | <input type="checkbox"/> Seed Money |
| <input type="checkbox"/> Program | <input type="checkbox"/> Computers or Technology |
| <input type="checkbox"/> Renovation or Upgrade | <input type="checkbox"/> Other: _____ |

Project supports the following Objectives of the CFPD (check most relevant Objectives):

- | | |
|--|--|
| <input type="checkbox"/> Social services | <input type="checkbox"/> Physical fitness and health |
| <input type="checkbox"/> Arts and cultural activities | <input type="checkbox"/> Education |
| <input type="checkbox"/> Medical services | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Child welfare, youth development, and family well-being | |
| <input type="checkbox"/> Other community activities or facilities of a charitable nature | |

3. Describe who this project will benefit specifically (i.e. Youth, children, families, seniors, minorities, community in general, etc.). If known, how many citizens will benefit from this project? (*Maximum 100 words*)
4. How will the project be monitored, and the results evaluated? (*Maximum 100 words*)
5. What financial resources will be available for this project's continuation (if applicable)? (*Maximum 100 words*)
6. If the CFPD cannot grant you the full amount requested, can some or all of the project still go ahead?
- No, we require full funding from CFPD to proceed with the project.
 - Yes, in a modified way (*please indicate which parts of the Project you would **most** like funding for*): (*Maximum 50 words*)
7. How will you recognize CFPD and other Project Partners?
- Media ready story
 - Signage/banner
 - Social media
 - Other – please explain
 - Photography
 - Website

PART 3 - PROJECT BUDGET:

Provide a detailed outline of your project budget. Do not include the overall operational expenses of your organization – only the particulars related to the proposed project. If additional space is required for the budget a separate document can be provided by CFPD for completion.

NOTE: As per CFPD granting policies- regular ongoing operating expenses such as wages, rent, utilities, etc. will not be funded.

Total expenses and total revenue must balance. Two quotes are needed for any single expenses over \$500, such as construction, furniture, equipment, appliances, etc.

Project Expenses		
Item	Preferred Provider/Quote	Amount
EXAMPLE: HP Classic Printer	XYZ Computer Store	\$400.00
Total Expenses: <i>This number must match "Total Revenues" below.</i>		

Sources of Revenue		Confirmed	Unconfirmed
Requested from the CFPD			
Funding on Hand			
Other sources of Revenue (list)			
Sub Total			
Total Revenue: <i>This number must match "Total Expenses" above.</i>			

PART 4 – ACKNOWLEDGMENT BY APPLICANT

By submitting this Application, you are acknowledging that:

- You are the person named on page 1 of this Grant Application Form, and you are authorized by the Applicant Organization to submit this Application.
- You have carefully reviewed the Grant Application Checklist to ensure you have included all necessary supporting documents with this Application. **You understand it is your responsibility to ensure the Application is complete and submitted on time.**
- If your application is approved, you give permission, on behalf of the Applicant Organization, for the CFPD to make details of this Application and the Project available to the media, CFPD donors, and the public.
- If your application is approved, you understand that your organization will be required to:
 - **Prior to Grant Funds being paid**, sign a Grant Agreement.
 - **Within 12 months of date of the Grant Agreement Signing**, spend the funds for the approved purpose; and
 - **Within 90 days of project completion**, submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD.
- You understand that failure to abide by any conditions the CFPD may impose may result in the Grant Funds having to be paid back to the CFPD and may impact your organization’s eligibility to receive future Grants from the CFPD.

Signature: _____

Date: _____