



Community Foundation of Portage & District - Build 150 Grants

2020 marks Manitoba's 150th anniversary and we are celebrating with Build 150 Grants. Manitoba 150, with support from The Richardson Foundation, allocated \$50,000 in matching grants to community projects that will celebrate our Province's 150th anniversary in 2020. With the **Community Foundation of Portage & District (CFPD)** matching grants the Build 150 Program will provide Portage la Prairie with \$100,000 in community grants.

Build 150 Grants Guidelines:

Build 150 grants are to be used on one or more projects in our community and in addition to CFPD's regular granting eligibility guidelines the Build 150 Grant projects must also:

- Have a lasting presence in the community,
- Have an impact on a large number of residents in the City and/or RM of Portage la Prairie
- Be as inclusive as possible.

Some examples of projects that could be eligible for a Build 150 grant include:

- Amenities for a public space (park bench, bike racks, public art, etc.)
- Equipment for a community space (community centre, medical facility, etc.)
- Revitalization of something with historical significance (statue, building, etc.)

Timelines:

- Applications must be submitted to CFPD by **March 15, 2020**
- Public Announcement of funded projects in **May 2020**
- Projects must be completed by **December 31, 2020** to be eligible for funding;
- Final reporting must be submitted to CFPD by **January 15, 2021**

Recognition:

- Public recognition is to be given to the Manitoba 150 Host Committee and CFPD for funding of the project(s), including, but not limited to:
- Signage at the site of the project, where possible;
- One official local public announcement of selected project(s) in the community foundation's area of operation;
- Mention in any and all other public communications (e.g. advertisement, media, social media posts).
- Recognition, including size, placement and content of any signage, is to be determined in consultation with CFPD and Endow Manitoba and is subject to prior approval of Manitoba 150 Host Committee.

The Build 150 grant application process will be part of the regular CFPD Spring Granting process for 2020. Please complete the CFPD Build 150 Grant Application and submit electronically along with any required supporting documents as well as a cover letter outlining how the project aligns with the Build 150 Initiative by March 15, 2020.



Community Foundation of Portage and District Inc.
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Phone: 204-856-1971

CFPD 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 benefit primarily the citizens of Portage la Prairie and District.
2. Project must support at least one of the CFPD's Objectives
 - To support organizations providing social services in the community;
 - To assist and promote the arts and cultural activities;
 - To advance education;
 - To support and advance the provision of medical services;
 - To encourage and support physical fitness and health;
 - To support child welfare, youth development and family well-being;
 - To support the enhancement of the environment; and
 - To support and advance other community activities or facilities of a charitable nature.
3. Applicant must be a Qualified Donee or a Non-Profit Organization, as defined under the *Income Tax Act*.
 - a. A "**Qualified Donee**" is an organization that can issue official donation receipts for gifts it receives from individuals, corporations, and charities, for example: A registered charity, a registered Canadian amateur athletic association, a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged, a registered Canadian municipality, a registered municipal or public body performing a function of government in Canada, or Her Majesty in right of Canada, a province, or territory
 - b. A "**Non-Profit Organization**" is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. It is not a charity.
 - c. Grant Funds will only be paid to Qualified Donees. If Applicant is a Non-Profit Organization, Applicant must complete and provide the a Sponsor Agency Support Form from a Qualified Donee, *(form available online or [click here to download](#))*
4. Applicant must demonstrate a strong and committed board of directors or governing body, a history of fiscal responsibility and management qualifications.
5. Grants are awarded for definite purposes and for projects covering a specific period of time.
6. 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.
7. 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.
8. If Applicant is partnering with another organization in the Application, Applicant must provide a Partner Organization Support Form. (*form available online or [click here to download](#)*)
9. CFPD encourages the participation of others in funding projects
10. 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 or Sponsorships;
 - e. Establishment or addition to endowment funds;
 - f. Specific medical or scientific research projects; - *not in policy*
 - g. Religious activities, political activities, or advocacy initiatives;
 - h. General conference expenses;
 - i. Expenses incurred prior to receiving approval of grant.
 - j. To fund projects for which the applicant has sufficient internal resources.
11. Applicant must electronically submit a completed Grant Application including all required supporting documents, on or before the Application Deadline. Applicant may be asked to attend a meeting with the CFPD directors or staff to discuss the Application.
12. Successful Applicants will be required to:
 - a. ***Prior to Grant Funds being paid***, sign a Grant Agreement;
 - b. Spend the Grant Funds for the approved purpose by **December 31, 2020**; and
 - c. Submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD by **January 15, 2021**.
13. If Applicant has received previous Grants from CFPD, Applicant must have abided by all terms and conditions of any past Grant Agreements, including timely submission of a satisfactory Grant Evaluation Report.

If you have any questions, please contact us well before the deadline.



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Build 150 GRANT APPLICATION CHECKLIST

All Applications must include the following in separate electronic files:

- Cover Letter outlining how the project aligns with the Build 150 Initiative
- Completed Application Form
- Copy of Organization's most recent statements of financial position (balance sheet) and operations (income and expenses)
- List of Organization's Board of Directors or members of Organization's governing body

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 expenses over \$500. Applications not meeting these criteria will be considered incomplete and will not be accepted unless there is a valid reason for not obtaining a second quote.

If Applicant Organization is not a "Qualified Donee", Application must also include:

- A Sponsor Agency Support Form from a Qualified Donee
(form available online or [click here](#) to download)

If more than one Organization is submitting the Application, Application must also include:

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

**Application Form and all supporting documents to be
submitted by e-mail to: INFO@CFPDI.CA**

Build 150 Application Deadline: March 15, 2020

***YOU ARE RESPONSIBLE FOR ENSURING YOUR APPLICATION IS COMPLETE AND SUBMITTED ON TIME.
INCOMPLETE, LATE, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED.***



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GRANT APPLICATION FORM

This Application Form and all supporting documents must be **TYPED** and submitted **ELECTRONICALLY**.
Please refer to the Application Checklist to ensure your Application is complete.

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: _____

As per Canada Revenue Agency requirements, the CFPD can only pay Grant Funds to a Qualified Donee (see Eligibility Guidelines for examples of Qualified Donees). If Applicant Organization is not a Qualified Donee, Applicant must include a Sponsor Agency Support Form from a Qualified Donee who is prepared to receive funds on behalf of the Applicant Organization. CFPD shall verify all registration numbers.

Applicant Organization is a Qualified Donee, Business Number: _____

- Or -

Applicant Organization has the support of a Sponsor Agency who is a Qualified Donee, who will receive the Grant Funds from the CFPD on behalf of Applicant Organization. A Sponsor Agency Support Form, must accompany this Application (*form available online or [click here](#) to download.*)

Sponsor Agency's Name: _____

Charitable /Business Number: _____

1. Provide a brief description of your organization. Include how long it has been in existence, what is its purpose, what services does it provide, how is it funded, and who are your members or clients. If you have members are there fees to join.
(Maximum 100 words)

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

PART 2 - PROJECT DETAILS

Project Name: _____

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

(additional details to be provided in Part 3 – Project Budget)

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

Project Type:

- | | |
|---|--|
| <input type="checkbox"/> One-Time Capital Project | <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 | |

1. Describe the details of the project/program that you are planning. What is it that your organization intends to do, who and how many will benefit from the project, what is the timeline, how do you intend to fund the project into the future? *(Maximum 100 words)*

2. Describe what the relationship of the project is to the overall goals and services of your organization? *(Maximum 100 words)*

3. Provide evidence that the community needs the project specifically stating its benefits to Portage and District. Describe consultations with potential participants and/or other organizations. Describe any partnerships with other organizations in this project and/or potential participants in the project. *(include letters of support) (Maximum 100 words)*

4. 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 50 words)*

5. How will the project be monitored and the results evaluated? *(Maximum 50 words)*

6. What financial resources will be available for this project's continuation (if applicable)?
(Maximum 50 words)

7. 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)

8. How will you recognize CFPD and other Project Partners?

Media ready story

Signage/banner

Social media

Other – please explain *(maximum 50 words)*

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. **NOTE: Total Expenses and Total Revenue must balance. Two quotes are needed for any capital expenses over \$500, such as construction, furniture, equipment, appliances, etc.**

Project Expenses		
Item	Provider/Quote	Amount
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 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 electronically submitted on time. You understand that if your Application is incomplete, late, or submitted on paper, it will not be accepted for review.
- 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 general 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;
 - Spend the Grant Funds for the approved purpose by **December 31, 2020**; and
 - Submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD by **January 15, 2021**.
- 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.