



**POLICY: Granting**

**POLICY NUMBER: 4.02**

**ISSUING AUTHORITY: Community of  
Portage and District Inc.**

**APPROVED: May 19, 2015**

**LAST REVIEWED: March 2023**

**NEXT REVIEW: March 2026**

**Purpose:**

The purpose of this policy is to provide information and guidelines for granting. It is primarily through granting activity that the CFPD achieves its central purpose in improving the quality of life in Portage and District. By working in partnership with local **charitable organizations (remove)**, CFPD can direct its funds and resources to help meet the needs of the community and district. The process of granting must be seen as transparent and fair to all applicants.

**Policy Statement:**

Grant-making refers to the use of a portion of the investment earnings of the permanent endowment funds to provide financial support to qualified community groups whose activities advance the objectives of the CFPD (as per schedule B of CFPD's Articles of Incorporation), namely:

- To support social services to advance the welfare of the needy and alleviation of human suffering and poverty;
- 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;
- To support and advance other community activities or facilities of a charitable nature.

While it is impossible to address every scenario related to granting, the general principles are:

1. Grants will only be given to qualifying organizations as defined by the Canada Revenue Agency.
2. Grants will be approved twice per year, or at such other time as the Board may from time to time determine.
3. The total amount of monies available for granting in any year will be determined by the Treasurer in advance of each granting cycle, in accordance with

spending guidelines approved by the Board (spending policy) and mandated by the Canada Revenue Agency.

4. The CFPD may upon recognition of community needs, (as identified in the 2023 Community Assessment) Add approach qualified recipients with financial support (proactive granting).
5. The CFPD shall monitor the needs of the community by consulting with appropriate groups.
6. In funding large projects, the CFPD may pledge multi-year grants and/or enter into funding partnerships with other organizations and funders.
7. The CFPD will provide grants to charitable organizations (remove) in the areas of the City and Rural Municipality of Portage la Prairie. Consideration will be given to charities outside the physical boundaries whose activities directly benefit our citizens.
8. Grants are made to organizations which demonstrate a strong and committed board, a history of fiscal responsibility, past adherence to the CFPD's Grant Application guidelines, and the capacity to successfully complete projects.
9. The 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.
10. While respecting the terms of all fund agreements, the final decision on all grants and allocations rests with the Board on the advice and recommendations of the Grants Committee.

While it is impossible to address every scenario related to the grant application process, the general exclusions where grants are not to be made are:

1. To support general ongoing (add) operating expenses.
2. For retroactive funding or for any project expenses to be incurred prior to the CFPD's decision date.
3. To support annual fundraising campaigns, form letter requests or telephone campaigns.
4. To establish or add to endowment funds.
5. For debt retirement, to provide reserves, or for mortgage pay downs.
6. To religious organizations, when the purpose is to promote religious activities or beliefs.

7. To fund sabbatical leaves or student exchanges.
8. To promote political activities or support advocacy initiatives.
9. Conference and travel expenses.
10. To fund projects for which the applicant has sufficient internal resources.
11. Where existing grant files (projects) are not yet completed.

The granting process will consist of the following steps to ensure fair and equal access to funding opportunities for all qualifying organizations within the CFPD's boundaries:

1. The CFPD will advertise and provide notice of all granting cycles, advising on the amount of funds that are available and the deadline for applications. When appropriate, CFPD will include information related to the specific purpose of funds available.
2. Applicants must complete and submit applications in accordance with the current Grant Application Guidelines obtained from the CFPD office or website at [www.cfpdi.ca](http://www.cfpdi.ca) . The application to be used is available in a fillable pdf form on the website or in paper form from the office.
3. Completed applications will be screened by the Executive Director for completion and to determine whether the applicant qualifies. The applications are then passed to the Grants Committee for consideration. The Grants Committee may at their discretion, elect to submit written questions to the applicant(s) about their application or interview the applicant(s).
4. The Grants Committee will render a decision and report their recommendations to the next scheduled Board meeting for discussion and approval.
5. Successful applicants will be advised of the funds granted, and enter into a Grant Agreement whereby the grantee undertakes:
  - That the funds will be used only for the purpose indicated in the application form and for which the funds were approved.
  - That the funds will be expended for this purpose by the date shown on the application and/or condition(s) of the Grant Application. Funds may only be held for a maximum of 12 months at which time the funding agreement will expire.
  - That they will provide the CFPD with a Grant Evaluation Report indicating that the funds have been appropriately expended, failing which all unexpended monies shall be returned forthwith. The Grant

Evaluation Report is to be completed and returned to the CFPD within 90 days of completion of the project.

- Submission of a Grant Application shall be considered evidence of the applicant's willingness to sign the Grant Agreement.
6. The Executive Director will make arrangements with grantees for a formal cheque presentation with media coverage.

**Responsibility:** Review, and revision of this policy if required, with subsequent recommendation to the Board for approval.