



Community Foundation of Portage and District Inc.
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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 Qualified Donees and Non-Profit organizations whose primary focus is in the City & Rural Municipality of Portage la Prairie.

GRANTS PROCESS

Each applicant must complete and electronically submit the CFPD Grant Application and provide all required information listed on the checklist to CFPD by 4:00pm on the specified deadline date.

Annual Application Deadlines: March 15 and October 15

YOU ARE RESPONSIBLE FOR ENSURING YOUR APPLICATION IS COMPLETE AND SUBMITTED ON TIME. INCOMPLETE, LATE, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED. Please provide an explanation if required documentation is not submitted.

Typically, requests for funding are double or triple the amount of funds available. Please take this into account when requesting a grant. In some cases, the granting committee will only award a portion of the requested funds, it is important to have an alternative strategy if not all funds are awarded.

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.

Successful Applicants will be required to:

- a. *Prior to Grant Funds being paid*, sign a Grant Agreement;
- b. *Within 12 months of date Grant Agreement signing*, spend the Grant Funds for the approved purpose; and
- c. *Within 90 days of funds being spent*, submit a Grant Evaluation Report with supporting photos and receipts, in a form required by the CFPD.

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



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 located 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:
 - 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 that is sponsored by a Qualified Donee (see below). CRA definitions of Qualified Donee and Non-Profit Organization are listed below:
 - 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.
- Grant Funds will only be paid to Qualified Donees. If Applicant is a Non-Profit Organization, Applicant must complete and provide the Sponsor Agency Support Form from a Qualified Donee along with the application form, (*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 Applicant 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, 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.