



Applicant Guide
2018 – 2019

WECF Grant Programs



Preamble

Since 1983 the WindsorEssex Community Foundation has made grants of **\$6.4 million** to organizations throughout Windsor and Essex County in support of programs and initiatives that make our community a better place to live, work, play, learn and grow.

Our grant programs are vital to helping organizations and groups achieve their goals of filling a gap in our community by addressing important community needs. By providing funding to community projects and programs, the WindsorEssex Community Foundation inspires leadership, community collaboration, and innovation. Based on needs outlined in our annual Vital Signs survey, the Community Foundation aims to fund programs that fall within our granting areas of interest and answer community needs.

The WindsorEssex Community Foundation strictly abides by the guidelines and policies outlined by Community Foundations of Canada (<http://communityfoundations.ca/>) and the Canada Revenue Agency (<http://www.cra-arc.gc.ca/charitiesandgiving/>) with respect to grant-making practices. It is imperative that you read this guide before applying to the Community Impact Grant Program.

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1. Community Impact Grant Program

The Community Impact Grant (CIG) Program is an annual granting program offered through the WindsorEssex Community Foundation. CIGs can provide up to \$15,000.00 in funding for projects or programs that create partnerships, tackle important issues, and those that will make a lasting impact on the Windsor and Essex Community.

1.1 Community Impact Grant Program Timeline

The Community Impact Grant application round is open annually from **July to September**. We do not accept CIG applications that are submitted outside this timeframe.

In early to mid-October, the received applications are reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required. The applications that meet the policies and requirements of the grant program are then reviewed by the Grants Committee consisting of a diverse group of community members and recommendations are put forth. The recommendations are passed through the Finance Committee, and then are forwarded for approval to the Board of Directors.

At the end of October/early November, the successful applicants will be notified by the Foundation staff via phone. All other applicants will be notified via letter. Please note, you will only receive a phone call if your application is successful.

Successful applicants will be asked to attend the WindsorEssex Community Foundation's Annual General Meeting and Grant Award Ceremony held at the end of November for recognition.

1.2 Eligibility

Before applying to the Community Impact Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** either be (1) a registered charity, (2) a registered amateur athletic association, or (3) a municipality. If you do not have a registered charitable number, you **must** have a registered charitable organization act as an intermediary on your behalf (see Intermediary Organizations - page 11).
- b) Individuals and "for-profit" organizations/businesses are **not** eligible to apply to any of our grant programs.
- c) Your organizations **must** either be based in Windsor or Essex County, or be offering programs to the Windsor-Essex region. We will not accept applications that fund services offered in outside communities.
- d) Organizations who received a Community Impact Grant in the last grant round are **not** eligible to apply for a Community Impact Grant in the subsequent year.
- e) Organizations that have not fulfilled the terms of a previous grant are **not** eligible to apply. This includes not submitting a signed grant agreement, submitting a final report for your project, or fulfilling terms outlined in an approved grant application.

- f) Projects that support sectarian, religious, or political purposes **are not eligible** for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community

1.3 What Types of Projects does the WECF Fund?

Projects that ...

1. address local needs;
2. fill a gap or meet a need important to the community;
3. use local leadership and expertise;
4. involve collaboration and partnerships in the community to reduce duplication of services;
5. support capacity building to strengthen the organization and help to fulfill their mission;
6. build on existing community strengths and assets;
7. respond to clearly identified needs;
8. make a significant and lasting impact on our community;
9. benefit a wide audience;
10. use resources effectively and efficiently;
11. demonstrate innovation and creativity;
12. demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas

1.4 What Types of Projects does the WECF NOT Fund

Projects that ...

1. benefit individuals or for-profit organizations;
2. seek to fund deficits or the retirement of debts;
3. maintain existing operations;
4. include expenses incurred prior to the WECF's decision date;
5. contribute to the annual fund drives, endowments, or fundraising events and activities;
6. do not demonstrate a connection to the community;
7. pay for guest speakers at events;
8. request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
9. are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
10. are multi-year.

1.5 Completing an Application

The Community Impact Grant application is available via the WECF website annually from July to September through an online grant program. A WORD document of the application is also available for download to assist you in completing your application. If you wish, you can download the application and then copy and paste your answers from the WORD document into the online application.

1.6 Process

Upon submitting your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with

your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

The application round closes in September and the applications are reviewed and approved in October. At the end of October, the successful applicants will be notified via phone call. All other applicants will be notified via letter. All decisions are final. Successful applicants will be invited to attend the WECF's Annual General Meeting and Grant Award Ceremony held at the end of November. Successful applicants will receive their cheques at this ceremony.

At the beginning of November, successful applicants will receive a package containing: a formal letter of acceptance, a grant agreement between the WECF and your organization (must be signed and returned to the Foundation office within four weeks of receiving), a grant agreement between the WECF and the intermediary organization—if applicable (must be signed and returned to the Foundation office before any funding can be disbursed), an Annual General Meeting invitation—also extended to the intermediary organization if applicable, a final report template (for you to complete and return to the Foundation office within the required timeframe—this is also available online through the WECF website) and a project funding sticker that is to be placed proudly at the project funding site (see acknowledging the WECF – page 12).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops in alignment with the signed grant agreement. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

After the completion of your project you must submit a final report to the WECF. A copy of this will be forwarded to you by mail. Alternatively, please contact Anna Maruska (amaruska@wecf.ca) to have a copy emailed to you. Your organization will not be eligible to receive future funding if you do not submit a final report.

2. Fast-Track Grant Program

The Fast-Track Grant Program provides up to \$1,000 in funding. Applicants for this grant are those that require funds quickly to either cover unexpected expenses that are preventing operations, or have an opportunity with limited notice. Recipients of the Fast-Track Grant Program are those who are dealing with emergent situations.

2.1 Fast-Track Grant Program Timeline

The Fast-Track Grant Program is usually open on a continuous basis throughout the year. The WECF is allocated a certain amount of funds toward this program annually. Once the WECF has reached this amount, the Fast-Track Program will close for the duration of the fiscal year.

Upon submitting your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

The application will be reviewed by the Foundation staff and the Chair of the Grant Review Committee. The WECF will notify the organization either way if the application is successful or not.

Although the WECF takes every possible measure to administer funding to successful applicants as quickly as possible, this entire process can take anywhere from two weeks to three months. It is best to submit your project proposal as soon as possible to ensure the WECF has enough time to review your request.

2.2 Eligibility

Before applying to the Fast-Track Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** either be (1) a registered charity, (2) a registered amateur athletic association, or (3) a municipality. If you do not have a registered charitable number, you **must** have a registered charitable organization act as an intermediary on your behalf (see Intermediary Organization).
- b) Individuals and “for-profit” organizations/businesses are **not** eligible to apply to any of our grant programs.
- c) Your organizations **must** either be based in Windsor or Essex County, or be offering programs to the Windsor-Essex region. We will not accept applications that fund services offered in outside communities.
- d) Organizations who received a Fast-Track Grant within the past **24 months** are **not** eligible to apply.
- e) Organizations that have not fulfilled the terms of a previous grant are **not** eligible to apply. This includes not submitting a signed grant agreement and/or a final report for your project.
- f) Projects that support sectarian, religious, or political purposes are **not** eligible for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community;
- g) Your organization **cannot** submit under both the Fast-Track Grant Program and the Community Impact Grant Program for the **same** project.

2.3 What Types of Projects Does the WECF Fund

Projects that ...

- a) address local needs;
- b) fill a gap or meet a need important to the community;
- c) use local leadership and expertise;
- d) involve collaboration and partnerships in the community to reduce duplication of services;
- e) support capacity building to strengthen the organization and help to fulfill their mission;
- f) build on existing community strengths and assets;
- g) respond to clearly identified needs;

- h) make a significant and lasting impact on our community;
- i) benefit a wide audience;
- j) use resources effectively and efficiently;
- k) demonstrate innovation and creativity;
- l) demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas

2.4 What Types of Projects Does the WECF NOT Fund

Projects that ...

- a) benefit individuals or for-profit organizations;
- b) seek to fund deficits or the retirement of debts;
- c) maintain existing operations;
- d) include expenses incurred prior to the WECF's decision date;
- e) contribute the annual fund drives, endowments, or fundraising events and activities;
- f) do not demonstrate a connection to the community;
- g) pay for guest speakers at events;
- h) request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
- i) are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
- j) are multi-year.

2.5 Completing an Application

The Fast-Track Grant application is available via the WECF website annually. A WORD document of the application is also available for download to assist you in completing your application. Completed applications are to be submitted to the attention of the Program Coordinator amaruska@wecf.ca

2.6 Process

Once you have submitted your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

Upon review of your application by the WECF staff and Chair of the Grant Review Committee, you will be notified about the status of your application no matter what the decision. All decisions are final. Successful applicants may be asked to participate in a cheque presentation.

After being notified, successful applicants will receive a package containing: a formal letter of acceptance, a grant agreement between the WECF and your organization (must be signed and returned to the Foundation office), a grant agreement between the WECF and the intermediary organization—if applicable (must be signed and returned to the Foundation office), a final report template (for you to complete and return to the Foundation office), and a project funding sticker that is to be placed proudly at the project funding site (see acknowledgement).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

After the completion of your project you must submit a final report to the WECF. A copy of this is available by contacting Anna Maruska at amaruska@wecf.ca. Your organization will not be eligible to receive funding if you do not submit a final report.

3. KidStart Grant Program

The KidStart Grant Program is offered in partnership with the Windsor-Essex Catholic District School Board and the Greater Essex County District School Board. This grant programs provides grants of up to \$500 in funding for individual classroom projects.

3.1 KidStart Grant Program Timeline

The KidStart Grant application is open annually in the Winter-time. We do not accept KidStart Grants that are submitted outside this timeframe.

In January, the received applications are reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required. Next, the applications are reviewed by the Young Philanthropists, the WECF youth committee, and suggestions are put forth to the WECF staff. The suggestions are then submitted to the Chair of the Grant Review Committee.

Upon approval, the successful applicants will be notified by the Foundation staff via phone. All other applicants will be notified via letter. Please note you will only receive a phone call if your application is successful.

Successful applicants will be asked to participate in a cheque presentation involving the students and the WECF staff. Please note that this presentation will include a large imitation cheque, not a real cheque.

A cheque will be issued to each school board in the appropriate amount. Upon receipt of the cheque, the school board is to flow the funding through to each recipient school. The receiving classroom will not receive a cheque from the WECF.

3.2 Eligibility

Before applying to the KidStart Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** have obtained approval from school administration, and the application must be signed by either the Vice-Principal or Principal of the school.
- b) Projects that support sectarian, religious, or political purposes **are not eligible** for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community;

- c) Your project must serve the Windsor-Essex community. We will not accept applications that fund services offered in outside communities.
- d) Schools that have not fulfilled the terms of a previous grant **are not eligible** to apply.

3.3 What Types of Projects Does the WECF Fund

Projects that ...

- a) meet a need identified by the students in the application;
- b) involve all students in the classroom;
- c) be written in the students' own words;
- d) demonstrate a **strong** connection to the community (projects not connecting to the community will not be considered);
- e) have approval from school administration;
- f) go beyond the funding or content of the standard curriculum.

3.4 What Types of Projects Does the WECF NOT Fund

Projects that ...

- a) maintain existing operations;
- b) contribute the annual fund drives, endowments, or fundraising events and activities;
- c) do **not** demonstrate a connection to the community;
- d) pay for guest speakers at events;
- e) request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
- f) are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
- g) are multi-year;
- h) are part of the standard curriculum.

3.5 Completing an Application

The KidStart Grant application is available via the WECF website annually. A WORD document of the application is also available for download to assist you in completing your application. Completed applications are to be submitted to the attention of the Program Coordinator amaruska@wecf.ca

3.6 Process

Once you have submitted your application, you may be contacted by the WECF to confirm receipt of the application. If you do not receive confirmation from the Foundation, it is your responsibility to follow up with us to ensure your application is received on time.

The applications are reviewed in January by the Young Philanthropists, the WECF's youth committee consisting of a group of youth between the ages of 12 to 18. The Young Philanthropists then make recommendations for grants to the WECF staff. The WECF staff and the Chair of the Grant Review Committee hold the final deciding factor for the applications.

Once the decisions are approved, the successful applicants will be notified via phone call. All other applicants will be notified by letter. Please note, you will only receive a phone call if your application is successful. All decisions are final.

Successful applicants will be asked to participate in a cheque presentation involving the students and the WECF staff. Please note that this presentation will include a large imitation cheque, not a real cheque.

A cheque will be issued to each school board in the appropriate amount. Upon receipt of the cheque, the school board is to flow the funding through to each recipient school.

Successful applicants will receive a package containing: a formal letter of acceptance, a final report template (for you to complete and return to the Foundation office), and a project funding sticker that is to be placed proudly at the project funding site (see acknowledgement).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

4. Granting Areas of Interest

The WindsorEssex Community Foundation awards grants for projects that fall within at least one of these areas of interest:

- Health and Human Service
- Children and Youth
- Education and Literacy
- Recreation and Sport
- Arts, Heritage, and Culture
- Community Development
- Environment

5. Intermediary Organizations

If your organization does not have registered charitable status under the Canada Revenue Agency, an intermediary organization must act on your behalf. The WECF can only provide grants to registered charities. If your application is successful, the WECF will issue a cheque to the intermediary, along with a grant agreement. It is your obligation to ensure the cheque is forwarded to the intermediary. The cheque will be deposited by the intermediary and then they are to flow the funds through to your organization.

With your application, you must submit a letter on behalf of the intermediary organization. **The letter must:**

- a) be from the intermediary organization and must be presented on its letterhead
- b) be signed by an authorized signer of the intermediary organization;
- c) outline your relationship with the intermediary organization;
- d) outline the agreement between your organization and the intermediary organization to flow the funds through to your organization if the application is successful;
- e) outline support for your organization's submitted project proposal;

- f) outline the intermediary assumes financial responsibility;
- g) outline the combined reach of the intermediary organization and your organization.

6. Grant Agreements

Grant agreements serve as a receipt of the grant. You will only be sent a grant agreement if your application is successful. Grant agreements are put in place to ensure the WECF's funding is being used in the way outlined in the accepted project proposal. Grant agreements must be signed upon receipt and submitted back to the Foundation office before funding can be granted to your organization.

If you are using an intermediary organization, a separate grant agreement will be sent to that organization and must be signed by an authorized signer at that organization. This grant agreement will confirm the intermediary's commitment to disburse the received funds to your organization. You will not receive funding until both grant agreements have been signed and returned to the Foundation office. If we do not receive a signed grant agreement, the Foundation holds the right to rescind its grant to your organization.

7. Final Report Forms

Final Report Forms are an integral part of any grant program. They allow the WECF and its donors to understand the extent of the impact the grant made to your organization and the community. Under the Community Impact Grant, a final report must be submitted to the WECF **within three months after the completion of your project**. A copy of this will be sent to you by mail.

Your organization will not be eligible to receive future funding if you do not submit a final report. Your final report must highlight how your organization fulfilled the terms outlined in the approved application. If your organization does not fulfill the terms set out in the approved application, you must submit a formal letter outlining why you did not complete your objectives. If you do not use all the funding that was granted, you are required to submit a formal explanation. If these terms are not fulfilled the Foundation has the right to refuse future funding to your organization.

8. Acknowledging the WECF

When you receive a grant from the WindsorEssex Community Foundation we ask that you acknowledge the Foundation's support. Awareness of the Foundation is a very integral part of our grant process. It raises awareness of your project and the role of the Community Foundation in supporting community initiatives, encouraging others to provide more support and funds for projects like yours. Below is a list of different ways to acknowledge the WECF. We request that at **minimum** you use five of these mediums to acknowledge the grant.

Logo Placement

You must list the WECF as a funder on all materials relating to the project including, but not limited to, your website, advertisements, social media posts, newsletters, media releases, programs, signage, and PowerPoint presentations. An updated copy of the WECF logo can be supplied by contacting Anna Maruska at amaruska@wecf.ca

Decal

The WECF will send you a decal to be placed on a window or glass surface at project site. If you do not receive one, please contact our office and we will send you one.

Newsletter

Include an article about the grant in your regular print or electronic newsletter.

Media Release

Prepare a media release about the grants you've received, or contact our office and we will gladly compose a news release for you. We ask that you send us a copy of the media release for review before sending it out to any news sources and that you include our logo.

Social Networking

Share with your followers and friends the grant your organization has received. Make sure you are following us on Facebook, Twitter, and LinkedIn. Tag us and we will share your posts about the project. This is also an easy way for the WECF to see the progress of your project.

Event

Host a media event with a cheque presentation, or a public celebration of your project. Please mention the Community Foundation's role in your project and invite the Community Foundation staff and Board of Directors to attend.

Signage

Include the Community Foundation's name and/or logo on any recognition signage you prepare.

Website

Include the Community Foundation's name and/or logo on your website.

Advertising

If it is your usual process to prepare purchased advertisements recognizing contributions of sponsors and funders, please ensure the Community Foundation's name or logo is included.

Promotional Items

If you are purchasing materials to promote your project, please ensure the Community Foundation's logo is included.

9. Privacy

The Community Foundation makes every reasonable effort to safeguard your information, and will never willingly release your organization's data without your consent. It is important for you to note that any data submitted in grant applications is stored on an external server. The Community Foundation will not be liable for release of organizational information as the result of a security breach against third party provider. Please submit consent forms (found on our website) for individuals featured in any updates you send to us via picture or video. If you do not want us to share media you send us, clearly mark it as confidential.

10. Contacts

For information regarding any of the WECF grant programs please contact Anna Maruska, Program Coordinator at 519-255-6572 / amaruska@wecf.ca.

For media inquiries and statements please contact Lisa Kolody, Executive Director ... 519-255-6572 / lkolody@wecf.ca.