



## **Family & Friends Community Foundation Inc. Grant Application Guidelines**

**The following grant application guidelines have been approved for the agencies completing grant applications:**

**\*\*\* The following guidelines do not apply to designated cemetery funds.**

1. Projects approved for granting must primarily benefit the people of the Family & Friends Community Foundation Inc. region.
2. Grants are made only to non-profit organizations with Canada Revenue Agency Charitable Registration numbers or other “qualified donees” under the Income Tax Act (Canada), including towns and municipalities. A recipient that qualifies as above, with the recipient’s permission, may be designated by an applicant (where the applicant is not otherwise a “qualified donee”) as the recipient of the grant for the applicant. Where a recipient is designated by an applicant, the grant will be paid directly to the recipient.
3. Preference will be given to projects which contribute to the community’s growing needs for artistic, cultural, recreational, educational, and historical and health related programs.
4. Capital projects will be considered if there is a demonstrated need.
5. Projects must include provisions for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and on occasion provides matching funds or challenges grants to stimulate increased responses from other sources.
7. Grants are unavailable to promote political activities.
8. All applicants will be required to complete a grant application form and supply requested reference information. A meeting with Foundation directors and or staff may be required.
9. Applicants receiving a grant will be required to submit a final report upon completion of the project. Please notify the Foundation if project is not completed prior to July 31. The project must be completed by December 31, or grant may be cancelled.
10. The Foundation reserves the right to audit the project upon completion or at intervals during the project.

### **Grants Application**

**The deadline for applications is November 30.**

**Applicants will be notified of the Board’s decision  
approximately 6-8 weeks after the deadline.**

**Please be sure that the application form is legible and easily copied.**

**Please complete the form using only the space provided.**

**All applications must include a current budget and  
annual financial statement before they will be considered.**