

Introduction

At the Thunder Bay Community Foundation, we understand that the needs of our community are always changing. That's why, for over 48 years, we've distributed close to \$5 million in grants, scholarships and bursaries in support of a wide variety of charitable organizations, programs, projects and students. Community Foundation grants are made possible through the generous endowments and gifts of local citizens.

About the Program

When to Apply

The Community Foundation accepts grant applications once a year. The opening and closing dates are posted in the fall. If you require information about our grants, or you want to confirm if your organization or project qualifies for funding, please contact our office.

Application Period Opening: September 3, 2019

Application Period Closing: October 11, 2019

Who is Eligible?

To apply for a grant from the Thunder Bay Community Foundation, you must be a qualified donee as per the Canada Revenue Agency. Below is a list of qualified donees:

- a registered charity (including a registered national arts service organization);
- 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;
- a registered university outside Canada that is prescribed to be a university, the student body of which ordinarily includes students from Canada;
- a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift;
- Her Majesty in right of Canada, a province, or a territory; and
- the United Nations and its agencies.

If you received a grant in the previous year, you must complete all obligations to be able to apply for new grants.

How to Apply

This year we will be offering the application online. You will still be required to submit the following forms through the online portal:

- Most recent Financial Statement (Unaudited statements can be used if no audited statements are available)
- Most recent Annual Report (a report can be submitted similar to one an Executive Director would give at an AGM)
- A list of your Board of Directors
- Project Budget (form available online)

Requirements

This information is to be used when applying for any or all of the Thunder Bay Community Foundation (TBCF) granting programs. Please read through the general requirements as well as the specific requirements for each individual program before filling out the application.

General Requirements for All Grant Programs

- Applicants must be registered charities within the meaning of the Income Tax Act
- Applicants must do the majority of their charitable work within the District of Thunder Bay
- Applications may be for existing programs and services, new and innovative programs or other charitable works. Please see specific criteria for each grant as described below
- Applicants must demonstrate that they do not currently have the financial resources to fund the project under consideration
- Large provincial or national charities must demonstrate that the project is uniquely beneficial to Thunder Bay
- Applicants must use the funds within one year after the date of receipt. Funds must only be used to support the project specified in the successful application. If the project is ongoing, applicants must demonstrate the ability to support the project under consideration after the Foundation's funds have been spent
- Applicants agree that the Foundation may review the documentation and progress of the project
- Previous grant recipients must complete and return a project update on their current grant before any new applications can be considered. If we do not receive an update or communication from you regarding your 2018 - 2019 grant you will become ineligible to apply for the 2019 - 2020 grant
- Applicants must recognize the Foundation in an appropriate manner. Grantees are required to follow the TBCF grant recognition procedure. Visit tbcf.org on the grant page to view the recognition requirements
- Applications for funds to be reallocated to other organizations will not be considered
- Applications can only be submitted online

NOT ELIGIBLE – Please be aware that the Thunder Bay Community Foundation does NOT fund:

- Core operating costs for ongoing programs and services
- General fundraising campaign contributions or sponsorships
- Fundraising events or activities
- Retroactive expenses
- Deficit reduction
- Activities that serve primarily the membership or purposes of religious or political organizations
- Team or group tours or travel outside the community, or travel reimbursement paid directly to individuals
- Projects that do not benefit residents of the city of Thunder Bay or the District of Thunder Bay
- Individuals

Grant Programs

Please refer to the Grant Programs list below for fund specific requirements.

Thunder Bay Community Foundation Fund

The Foundation grant supports existing programs and services and new and innovative programs or other charitable works in the District of Thunder Bay. Each year the Foundation awards grants to charitable organizations for projects in areas including, but not limited to: arts, heritage, youth, recreation, capital projects, alleviating human suffering, health and welfare and community innovation.

Requirements:

- Clearly state the organization's positive contribution to its community
- Meets current community needs
- Shows innovation and resourcefulness
- Is organized and well written

Ontario Endowment for Children & Youth in Recreation Fund

The OECYR Fund was developed in partnership with the Province of Ontario; these funds were matched by generous donations from our community. Grants from this fund are available to registered charities providing community recreation programs for individuals less than 18 years of age.

Community recreation includes: sport, recreation, fitness, youth leadership, camping, outdoor education, playgroups, the arts and cultural activities.

Requirements:

- Provides recreation programs for individuals less than 18 years of age
- Clearly states the organization's positive contribution to its community
- Meets current community needs

- Is organized and well written
- Shows innovation and resourcefulness

Hannah & Victor Stevenson Fund for Education & Arts Development

The Hannah & Victor Stevenson Fund was established by the estate of Mr. Stevenson in 2010 to partially support education and arts development. In his Will, Mr. Stevenson intentionally left the broadest possible interpretation of education and arts development, so that the Community Foundation could direct the income from his fund to the most pressing needs of the City. As these needs change, the Hannah and Victor Stevenson Fund will remain flexible enough to change with them. The purpose of these funds are for Arts Development in the City of Thunder Bay.

Requirements:

- Demonstrates that Arts' organizations are increasing their impact
- The programs offer training, education and or development opportunities
- Is organized, well written and creative

Dr. S. Penny Petrone Grant

In 2003 Dr. S. Penny Petrone established a named fund to grant to agencies that support persons with disabilities, especially the blind. In her directions for this fund Dr. Petrone wrote, "I truly believe that the able-bodied should be responsible for their own welfare. My concern is for those, who through no fault of their own, are born disabled or have become so. Thereby, I hope to make their lives a little better."

Requirements:

- Specifically benefits persons with disabilities
- Shows innovation
- Clearly demonstrates need
- Is organized and well written

Donny Ritza Fund

In 2012 the estate of Lucy Frances Ritza created the Donny Ritza Fund to "assist in the skills development of people who are mentally challenged". Donny is Lucy's son and she wanted to honour his achievements by supporting those with disabilities.

Requirements:

- Specifically benefits persons with disabilities
- Shows innovation
- Clearly demonstrates need
- Is organized and well written

Dr. R. K. Dewar Medical Research Grant Fund

The Dr. R. K. Dewar Medical Research Grant was established in 1987 by Ms. Helen Dewar to honour the life and work of her brother Dr. Robert Kerr Dewar. Dr. Dewar had faith in the future

and progress of medical science and had a keen interest in cutting edge research of his day. He was particularly interested in Neuro-Regeneration and Molecular Biology.

Requirements:

- Addresses a small research project or marketing for a health care charity
- Makes an impact on Health Care in Thunder Bay
- Seeks to assist in the future progress of medicine
- Is organized and well written

Keri Chase Memorial Animal Welfare Fund

The Keri Chase Foundation was formed in 2002 in memory of Keri Coleen Chase, who died in a tragic auto accident. Keri was continually helping injured and stray animals and birds of every description and either finding them homes or returning them to the wild from which they came. In 2013 the KCF created the Keri Chase Memorial Animal Welfare Fund at the TBCF. The grants will support animal welfare charities for specific projects, such as and not limited to spay & neutering, shelters, medical, food and general care of animals.

Requirements:

- Specifically benefiting animal welfare charities (see above)
- Clearly demonstrates need
- Funds cannot be used for administration costs.
- Is organized and well written

Grant Recipient Obligations:

All grant recipients must submit a grant report at the end of their project, prior to applying for the following years grant program.

The process to report your grant is very simple. Please email the following to outreach@tbcf.org :

- Organization name
- Project title
- 200- to 250-word write up summarizing the outcome of the project
- A few pictures of the project

This report is due prior to applying for a grant in the following year. If you received a grant but have not completed the project prior to the next granting cycle, please contact the Foundation at (807) 475-7279.

Recognizing your Grant

All successful recipients must recognize their grant and each applicant must indicate how they would recognize their grant if successful. **Help us support you by recognizing your grant!**

A requirement of all grant recipients is that their grant must be recognized in some way. This gives us the opportunity to show the community the impact your grant had on Thunder Bay. Here are

several ways you could recognize your grant, the Thunder Bay Community Foundation and our very supportive donors:

- Annual Report
 - List the the Foundation in your annual report as a sponsor/funder and/or include a thank you in your annual report to the Foundation
- Program Specific Marketing Material
 - Include the Foundation in your marketing material specific to your program. If you need a logo, email outreach@tbcf.org
- At the Funded Program
 - Thank the Foundation at your event/gathering. This could be done by mentioning the Foundation during any speaking portion and/or including the Foundation in handouts or signage. If there is a speaking portion and you would like the Foundation present, feel free to request the presence of a board member by calling the office at (807) 475-7279
- Your Stories - Chronicle Journal
 - Thank the Foundation through a submission to the Your Stories section of the Chronicle Journal where community members can highlight local activities. Your organization can not only highlight its activities and successes, it can thank its donors and supporters
- Editorials
 - Editorials can be submitted highlighting your program and thanking the Foundation within the article
- Social Media
 - Thank the Foundation through social media. Tag us in your post! Like us for updates on Foundation activities
- Letters to the Foundation
 - Please don't hesitate to send us letters and cards letting us know how your program is going, its impact on your constituents or even just to say thanks. We share these letters and cards with our donors, our board, and on our social media when possible

Frequently Asked Questions

Can a non-profit organization apply for a TBCF grant?

A foundation can only give to QUALIFIED DONEES. Although all charitable organization are non-profit, not all non-profits are charitable organizations.

How much can my charitable organization apply for?

This depends on the fund to which you are applying. Each fund has a specific amount of money to be granted every year. This year, the amounts available for each fund will not be posted for the purpose of a more accurate budget form from each applicant. The average grant amount dispersed over the past couple of years has been \$5,550.

How much do other charitable organizations apply for?

The amount other charitable organizations apply for varies by project and by fund. For instance, the General Fund has the largest amount of funds to be granted. On average, successful grant

applications for the general fund historically have been approximately \$7,500. The lowest successful request was \$500 and the highest successful request was \$47,000.

If we have no other funding sources, can we still apply?

Yes. We ask this in the budget section as it demonstrates a form of collaboration. We also ask about other funding and whether or not the funding has been secured to ensure the project will be able to move forward. If you receive our funding but are unsuccessful from the other sources and cannot run the project, you will have to give your grant back. This is a situation we prefer to avoid.

Our project takes place in the middle of next year, can we still apply?

As long as your project takes place before the next granting application deadline (annually mid-October), you can apply for a grant. Just remember, upon completion we need your grant report (link). This helps us ensure you used the funds as specified and gives us information that we can use to show off your organization to our donors.

If we do not receive a grant, is there a specific reason why?

Grants are not given based on a yes or no. Grants are marked by our Grant Marking Committee using a specific rubric. The grants are then ranked based on marks (highest to lowest) and funds are given to projects until the fund runs out of money. On average, we receive 40 applications to the General Fund per year, however, only 15 to 25 grants are usually given out. The variance comes from a combination of the amount requested and the successful projects. Organizations who were not successful call and ask how they can improve their application for next year. Utilizing the rubric when creating your application will allow an organization to see how they are being marked on each section.

If we didn't finish a project for which we received funding last year, can we still apply for funding this year?

You must contact Alexandra Calderon, Executive Director ASAP. She will make the determination.