

Agenda

- Grant Marking Committee
- Granting and Funding Process
- Grant Requirements
- Grant Programs
- Grant Application
- Questions - All

Grant Marking Committee



Grant Marking Committee

- Lesley Bell (Chair/TBCF Trustee)
- Paul Jasiura (TBCF Trustee)
- Jordan Lester (TBCF Vice-President)
- 3 External Members

Granting and Funding Process

Granting Timeline

October 13

Grant applications
due to the TBCF
Office

November 29

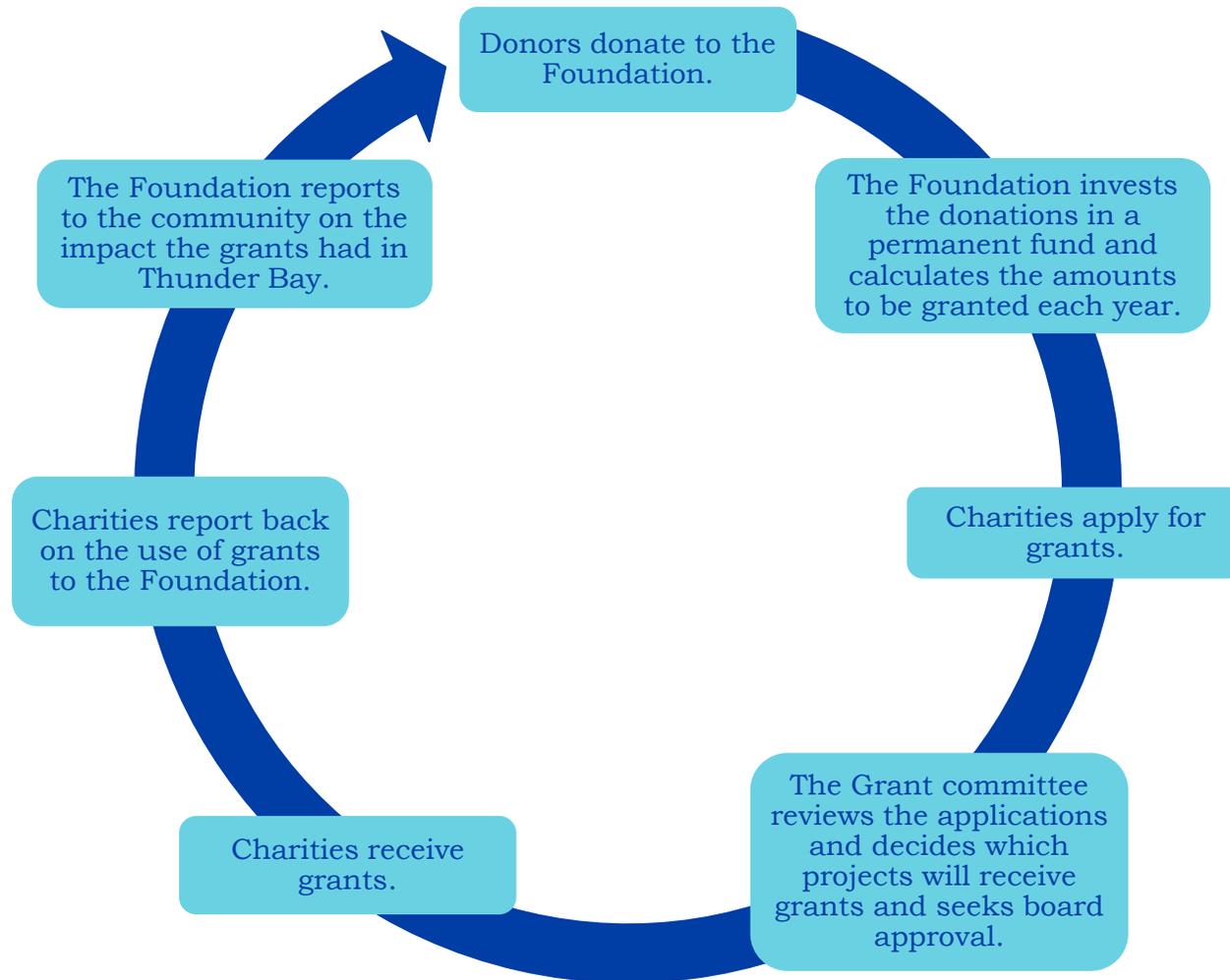
Grant Reception
(Cheques are
distributed)

November 14

Winners are
notified



Funding Process



Grant Requirements

Grant Requirements

- Must be a qualified donee ([Click here to see the list](#))
 - Applicants must be registered charities within the meaning of the Income Tax Act.
- Work must be done in Thunder Bay and the District of Thunder Bay
 - Applicants must do the majority of their charitable work within the District of Thunder Bay.
 - Large provincial or national charities must demonstrate that the project is uniquely beneficial to Thunder Bay.
- Applications are for specific purposes
 - 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.
- Demonstrate Financial Need
 - Applicants must demonstrate that they do not currently have the financial resources to fund the project under consideration.

Grant Requirements

- 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.

Grant Requirements

- Grant Reporting
 - 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 2016/2017 grant you will become ineligible to apply for the 2017/2018 grant.
 - <http://tbcf.org/pages/view/grant-reporting>
- Grant Recognition
 - Applicants must recognize the Foundation in an appropriate manner. Grantees are required to follow the TBCF grant recognition procedure, please see page
 - <http://tbcf.org/pages/view/grant-recognition>

Grant Requirements

- Other Application Information
 - Applications for funds to be reallocated to other organizations will not be considered.
 - Grants are not awarded to individuals.
 - Projects that promote the aims of a specific religion, ideology or political party will not be considered (programs run by religious groups such as food banks are the exception).
 - The Foundation rarely provides partial funding for projects. We prefer to give all or nothing to a request.
 - Grant(s) may not be awarded to a charity that does not fulfill the criteria of a previous grant.
 - Applications cannot be submitted on-line.

Grant Programs



Grant Programs

	Description	Requirements	Amount Available
Thunder Bay Community Foundation Fund	<p>The Foundation grant support 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.</p>	<ul style="list-style-type: none"> ○ Clearly state the organization's positive contribution to its community ○ Meet current community needs ○ Show innovation and resourcefulness ○ Are organized and well written 	\$68,204.84
Ontario Endowment for Children & Youth in Recreation Fund	<p>The OECYR Fund was developed in partnership with the Province of Ontario; these funds were matched by generous donations from our community. Grants from fund are available to registered charities providing recreation programs for individuals less than 18 years of age.</p> <p>Community recreation includes: sport, recreation, fitness, youth leadership, camping, outdoor education, playgroups, the arts and cultural activities.</p>	<ul style="list-style-type: none"> ○ Providing recreation programs for individuals less than 18 years of age ○ Clearly state the organization's positive contribution to its community ○ Meet current community needs ○ Are organized and well written ○ Show innovation and resourcefulness 	\$6,799.21



Grant Programs

Grant	Description	Requirements	Amount Available
Margaret & Arnold Westlake Foundation for the Arts Fund	In 2009 Mr. Arnold and Mrs. Margaret Westlake established a permanent endowment to help foster new and innovative arts programs and organizations in Thunder Bay. The income generated by this fund is intended to help organizations get started or try new things. The Westlake's were business owners in Thunder Bay and throughout the years have made significant contributions to several local arts organizations. This endowment is a result of their desire to foster a culture of arts in the City that has given them so much. Their hope is to provide exhibitions and performances to the public in the areas of visual and performing arts for years to come.	<ul style="list-style-type: none"> ○ Foster arts programs/programming ○ New or emerging arts groups are encouraged to apply ○ Is organized and well written 	\$5, 499.07
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.	<ul style="list-style-type: none"> ○ Are for the purpose of Arts Development in the City of Thunder Bay ○ Demonstrate that Arts' organizations are increasing their impact ○ The programs offer training, education and or development opportunities ○ Is organized, well written and creative 	\$17,571.83

Grant Programs

Grant	Description	Requirements	Amount Available
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."	<ul style="list-style-type: none"> ○ Specifically benefits persons with disabilities ○ Shows innovation ○ Clearly demonstrates need ○ Is organized and well written 	\$2,519.02
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.	<ul style="list-style-type: none"> ○ Specifically benefits persons with disabilities ○ Shows innovation ○ Clearly demonstrates need ○ Is organized and well written 	\$3,024.97
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.	<ul style="list-style-type: none"> ○ 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. ○ Are organized and well written. 	\$3,874.53



Grant	Description	Requirements	Amount Available
Keri Chase Memorial Animal Welfare Fund	<p>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.</p>	<ul style="list-style-type: none"> ○ Specifically benefiting animal welfare charities (see above) ○ Clearly demonstrates need ○ Funds cannot be used for administration costs. ○ Is organized and well written 	\$4,105.78
JP Hudolin Family Fund	<p>The JP Hudolin Family Fund will grant funds for community programs and services with a focus on accessibility and inclusivity for those living with a disability or limited mobility. This fund was established by Jack P. and Maria Hudolin as a tribute to Jack's parents John and Phyllis Hudolin who lived and worked in Thunder Bay during their 66 years of marriage. John and Phyllis had a strong work ethic providing financially for their family while enjoying and sharing their love for music and dance. Phyllis's dancing came to an end when she suffered a stroke leaving her to adapt to life in a wheelchair. Even with limited mobility she never lost faith in the support of family and friends and believes strongly in the importance of accessibility and inclusivity for all members of our community.</p>	<ul style="list-style-type: none"> ○ Focuses on accessibility and inclusivity for those living with a disability or limited mobility ○ Clearly demonstrates need ○ Is organized and well written 	\$1,200

Grant Application

Grant Application

You can make multiple applications,
but only one application per project.

2017 – 2018 Grant Application Form

Please submit the application by **October 13th, 2017** at **5:00 PM**.

Section 1 – Grant Program

Please submit one application per project per fund. The same project cannot be used for multiple funds.

<input type="checkbox"/>	Thunder Bay Community Foundation General Fund	<input type="checkbox"/>	Dr. S. Penny Petrone Fund
<input type="checkbox"/>	Ontario Endowment for Children & Youth in Recreation Grants	<input type="checkbox"/>	Donny Ritza Fund
<input type="checkbox"/>	Margaret & Arnold Westlake Foundation for the Arts Fund	<input type="checkbox"/>	Dr. R. K. Dewar Medical Research Fund
<input type="checkbox"/>	Hannah & Victor Stevenson Fund for Education & Arts Development	<input type="checkbox"/>	Keri Chase Memorial Animal Welfare Fund
<input type="checkbox"/>	JP Hudolin Family Fund		

Grant Application

If you use the don't use the digital application please print (block letters) versus write (cursive). We need to be able to read your application.

Section 2 – Organization Information

Name: _____

Charitable Registration Number: _____ RR _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Website: _____

Section 3 – Contact Information

Contact Person: _____

Position: _____

Phone: _____ Fax: _____

E-mail: _____

Section 4 – Organization Profile

Primary mandate (mission statement) If you have a long mission statement, you can summarize it. This is important as the objectives of your project should align with the objectives of you organization.

Fiscal year (month to month): _____

Geographic Area (Check all that Apply)

<input type="checkbox"/> City of Thunder Bay	<input type="checkbox"/> District of Thunder Bay	<input type="checkbox"/> Global
<input type="checkbox"/> Provincial	<input type="checkbox"/> National	<input type="checkbox"/> Other _____

Client Profile (Check all that Apply)

<input type="checkbox"/> General Community	<input type="checkbox"/> Youth (Over 13)	<input type="checkbox"/> Elderly
<input type="checkbox"/> Indigenous	<input type="checkbox"/> Children (Under 13)	<input type="checkbox"/> Persons with Disabilities
<input type="checkbox"/> Visible Minorities	<input type="checkbox"/> Adults	<input type="checkbox"/> Animal/Animal Welfare
<input type="checkbox"/> Low Income Individuals	<input type="checkbox"/> Low Income Families	<input type="checkbox"/> Environment
<input type="checkbox"/> Other _____		

What is the estimated number of clients served annually? _____

This information is important as not only does it get us in contact with your for questions about your project or to notify you if your grant is successful.

Grant Application

Section 5 – Additional Items (ONE COPY TO BE INCLUDED WITH THE ORIGINAL APPLICATION ONLY)

- | | |
|--|--|
| <input type="checkbox"/> Most recent Financial Statement | <input type="checkbox"/> Our organization does not have an annual report |
| <input type="checkbox"/> A list of your Board of Directors | <input type="checkbox"/> Our organization does not have financial statements |
| <input type="checkbox"/> Annual Report | |

Section 6 – Consent

Signing Officer Name (Printed)

Signature

Signing Officer Title

Date

A signing officer is someone the board appoints to make decisions on behalf of the organization. This is usually the board President/Chair, Vice-President/Vice-Chair, Treasurer, Executive Director, etc.

Grant Application

Section 7 – Project Details

Name of the Project:

In one sentence, describe your project below.

How much funding are you requesting?

Provide a summary of your initiative. In the space below, describe your project and what the community impact will be (limit of 250 to 300 words).

This information is the meat of the application. This is where your project will be described. Focus on the WHAT and WHY. The who and where are indicated elsewhere.

Grant Application

Who will benefit from the project directly? (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> General Community | <input type="checkbox"/> Youth (Over 13) | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> Children (Under 13) | <input type="checkbox"/> Persons with Disabilities |
| <input type="checkbox"/> Visible Minorities | <input type="checkbox"/> Adults | <input type="checkbox"/> Animal/Animal Welfare |
| <input type="checkbox"/> Low Income Individuals | <input type="checkbox"/> Low Income Families | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Other | | |

How many clients will this project support?

Where will the project take place? (Check all that apply)

- | | | |
|--|--------------------------|--------------------------|
| <input type="checkbox"/> City of Thunder Bay | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> District of Thunder Bay | <input type="checkbox"/> | <input type="checkbox"/> |

Is this a collaborative effort? If yes, please list your partners below and indicate their contribution in the budget.

Does the project support the arts?

Yes No

Does the project support recreation?

Yes No

This section allows you to provide a better description of your project in the previous part of the application while giving us detail information about your beneficiaries.

Grant Application

Section 8 – Project Management

Anticipated Start Date:

Anticipated End Date:

Provide a brief description of the activities you will perform to complete the project

This is information you wouldn't include in your application. This is how you plan to accomplish your project.

Grant Application

Section 9 – Foundation Recognition

How will you recognize the Thunder Bay Community Foundation? (ie. social media, newspaper articles, logo in marketing material/annual report/etc., and more)

Check out the recognition page on our website to find out how you can recognize us. If you have other ways, please include them. We are always open to uniqueness.

Grant Application

Income are funds you have received toward your project's budget. For example other funders, monies from organization's budget, monies raised toward the project, etc. The budget on the digital version of the application will automatically calculate the final requested amount. Please see our example budget for more assistance.

Section 10 – Financial Details (Project only, not the whole organization)

Budget - Cash

Item No.	Income/Other Funds dedicated to project	Details	Secured	Applied For	Amount
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	
Total Income					

Item No.	Expense Item	Details	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Expenses			

Amount Requested from TBCF (Total Income minus Total Expenses)

Grant Application

Budget - In-Kind

Item No.	Source	Details	Estimated Value
1			
2			
3			
4			
5			

Will this project require funding from other sources?

Yes

No

If this additional funding is not secured will you be able to proceed? (Only required if above is 'Yes')

Yes

No

In-kind items are project resources you receive at no cost. Your volunteers are a good example of an in-kind budget item.

Grant Application

Section 11 – Submission Requirements

Scanned and emailed copies of the original application are greatly appreciated to mjgreen@tbcf.org, but not required.

- | | |
|--|---|
| <input type="checkbox"/> ONE (1) Original Copy | <input type="checkbox"/> THREE (3) Copies |
| <input type="checkbox"/> -Application Form (with original signature in <u>non black</u> ink) | <input type="checkbox"/> -Application Form |
| <input type="checkbox"/> -Financial Statements (with original only) | <input type="checkbox"/> -Each marked 'COPY' |
| <input type="checkbox"/> -Annual Report (with original only) | <input type="checkbox"/> -Each 3-hole punched |
| <input type="checkbox"/> -List of Board Members and Roles (with original only) | <input type="checkbox"/> -Each stapled at the top left corner |
| <input type="checkbox"/> -Marked 'ORIGINAL' and bound with paper clip | |

Mail or submit applications to:

312-101 N. Syndicate Avenue, Thunder Bay, ON P7C 3V4

Questions?

(807) 475-7279 or mjgreen@tbcf.org

Questions