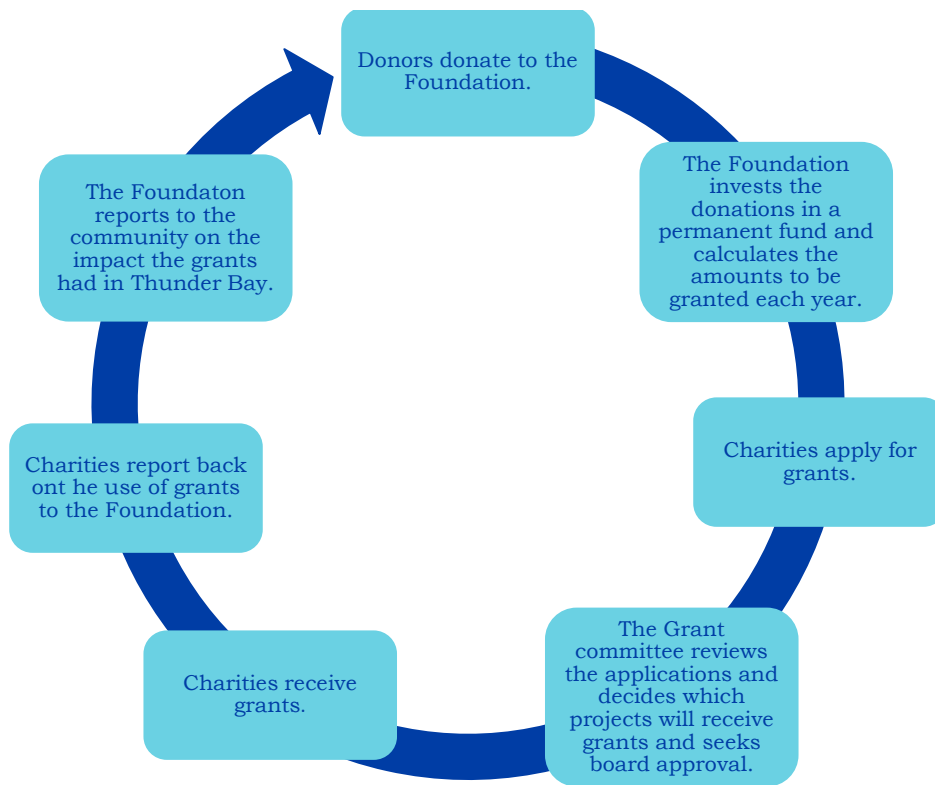


GRANTING GUIDELINES

At the Thunder Bay Community Foundation, we understand that the needs of our community are always changing. That's why, for over 45 years, we've distributed \$4.5 million in grants and scholarships in support of a wide variety of charitable organizations, programs and projects. Community Foundation grants are made possible through the generous endowments and gifts of local citizens. Each year, usually in early September, the Foundation issues a request for proposals from qualified charitable organizations in the District of Thunder Bay. We do not accept proposals from individuals or organizations outside of our geographic region.

How the Thunder Bay Community Foundation Grant Program Works

The following diagram shows the process of how donations translate into grants and into making a difference in the lives of others.



Grant Programs

The Thunder Bay Community Foundation has eight grant programs which fund various areas of interest including:

- General/Community
- People with disabilities
- Arts and Education
- Medical Developments
- Pets/Animals
- Youth and Recreation

Please check out our Grant Application Requirements document for details about each fund and their requirements.

Grant Application Deadlines

Grant applications are due by **Friday, October 13th, 2017** at 5:00 PM.

Applying for Grants

Before applying for a grant, please read through the following information to ensure your organization meets our eligibility criteria.

Organization Eligibility

To be considered a qualified recipient your organization must be:

- Located in the city of Thunder Bay or the District of Thunder Bay
- A qualified donee (<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfddns-eng.html>)
 - 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.

Project Eligibility

To help you determine if your project is eligible, please review the following list.

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

Does Your Project Display the Following Strengths?

The Grants Committee will use the following criteria to assess both your organization and your project. Before spending valuable time completing the grant application, please review these points to ensure your project is a good match. The Community Foundation is interested in supporting projects that demonstrate the following strengths.

The project:

- Fits with the mission and mandate of your organization
- Improves the services provided
- Delivers benefits to the majority of your beneficiaries
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates community impact
- Demonstrates collaboration
 - Demonstrates a search for funding from other sources for this project

- Demonstrates an investment in the project through contributions from your organization, the community and/or support from other funding sources
- The project is well developed, achievable within the next year, and:
 - proposes an innovative and practical solution
 - strengthens your organizational capacity or sustainability
 - if applicable, promotes collaboration and sharing among agencies
- The grant will cover:
 - one-time costs to build capacity in fulfilling your mission; or
 - one-time capital costs such as equipment purchase, facility construction and renovation projects; or
 - one-time operating costs such as funding to launch a pilot project; or
 - funding for the initial phase of a program which you can demonstrate will be funded in the future from other sources; or
 - funding to strengthen the governance and sustainability of your organization.

Completing Your Grant Application

You can access the grant application through our website (<http://tbcf.org/pages/view/grants>). You can learn more about our specific grants in the Grant Program List in this document.

Contact Us

Grant applicants are encouraged to contact the Foundation office at 807-475-7279. Your application has the best possible chance of receiving serious consideration by the Grants Committee if it is explained clearly and accurately. Our goal is to have informative and complete applications presented to the committee members for evaluation.

The Foundation staff is available to assist you in the following ways:

- We will host grant seminars on September 13, 20, and 27 2017 to provide with as much assistance as possible. For more details, see our website <http://tbcf.org/pages/view/grant-application>.
- We should be involved if the application is being submitted by a municipality – we need to ensure that it is eligible within the rules of the Canada Revenue Agency.
- We will help with any aspect of the application so that it is as clear as possible for the committee to consider.

Contact:

- Bonnie Moore, Executive Director
- MJ Green, Operations Coordinator

Phone: 807-475-7279

Email: admin@tbcf.org

GRANT 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 2016 - 2017 grant you will become ineligible to apply for the 2017 - 2018 grant.
- 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> on TBCF site.
- Applications for funds to be reallocated to other organizations will not be considered.
- Applications cannot be submitted on-line.

General Limitations for All Grant Programs

- Grants are not awarded to individuals.
- For projects that promote the aims of a specific religion, ideology or political party.
- Grant(s) will not be awarded to a charity that does not fulfill the criteria of a previous grant.

GRANT PROGRAMS LIST

Please refer to the Grant Programs list below for fund specific requirements. *Note - you may apply for one grant per category, however, you cannot use the same project in multiple categories.*

| Grant | Description | Requirements | Amount Available |
|--|---|---|------------------|
| Thunder Bay Community Foundation Fund | 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. | <ul style="list-style-type: none"> o Clearly state the organization's positive contribution to its community o Meet current community needs o Show innovation and resourcefulness o Are organized and well written | \$68,207.84 |
| Ontario Endowment for Children & Youth in Recreation Fund | <p>The OEYR 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"> o Providing recreation programs for individuals less than 18 years of age o Clearly state the organization's positive contribution to its community o Meet current community needs o Are organized and well written o Show innovation and resourcefulness | \$6,799.21 |
| Margaret & Arnold Westlake Foundation for the Arts Fund | <p>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.</p> <p>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.</p> | <ul style="list-style-type: none"> o Foster arts programs/programming o New or emerging arts groups are encouraged to apply o Is organized and well written | \$5,499.07 |

| Grant | Description | Requirements | Amount Available |
|--|--|--|------------------|
| 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 |
| 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 |
| 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. | <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 |

| Grant | Description | Requirements | Amount Available |
|-------------------------------|---|---|------------------|
| 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 | \$1,193.93 |