

## INTRODUCTION

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At the Thunder Bay Community Foundation, we understand that the needs of our community are always changing. That's why, for over 50 years, we've distributed over \$7 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

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### *When to Apply*

The Thunder Bay Community Foundation accepts Grant Applications once a year. The opening and closing dates will be posted in the Fall. If you require information about our grants or want to confirm if your organization or project qualifies for funding, please contact our office.

**Application Period Opening:** October 18, 2021

**Application Period Closing:** November 15, 2021

### *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*

Our application process has moved online. You will still be required to submit the following forms. Even if you submit more than one application, most forms will only need one submission except for the budget form, which you will be required to submit one for each project.

- 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)
- List of Projects, Consent Form, and list of your Board of Directors (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**

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- 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 2020 - 2021 grant you will become ineligible to apply for the 2021 – 2022 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 the TBCF website.
- 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

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- 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

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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.

### **\*NEW\* THUNDER BAY COMMUNITY FOUNDATION/UNITED WAY OF THUNDER BAY SPECIAL FUNDING OPPORTUNITY**

As our community grapples with the enduring effects of the COVID-19 crisis, both the Thunder Bay Community Foundation and United Way of Thunder Bay are deeply concerned about the well-being of community members who have been hard hit by the economic impacts of the pandemic, as well as the ongoing pressures faced by frontline service providers and charities responding to increased demands for assistance from those in need. For many families, the fallout of the pandemic has created hardships related to food, housing, mental health and income insecurity.

In response to these continuing challenges, the United Way of Thunder Bay and Thunder Bay Community Foundation have once again joined forces to provide much-needed support to organizations who are struggling to meet the growing demand while coping with reduced capacity, resources, revenue, staffing and volunteers.

As part of the Thunder Bay Community Foundation's current granting process, the United Way of Thunder Bay will provide additional funding for projects, programs and services that address basic needs such as food, shelter, clothing, mental health supports and/or post-covid recovery efforts that tackle the root causes of poverty.

Application requirements:

- Clearly states the organization's positive contribution to its community
  - Is organized and well written
  - Addresses one or more of the following needs in the community: food, shelter, clothing, mental health supports, poverty
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## **THUNDER BAY COMMUNITY FOUNDATION FUND - \$135,823.32**

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.

Application requirements:

- Clearly states the organization's positive contribution to its community
  - Meets current community needs
  - Shows innovation and resourcefulness
  - Is organized and well written
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## **ONTARIO ENDOWMENT FOR CHILDREN & YOUTH IN RECREATION FUND - \$16,473.05**

The OECYR Fund was developed in partnership with the Province of Ontario; these funds were matched by generous donations from our community. Grants from the OECYR Fund are available to registered charities providing 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.

Application requirements:

- Providing 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
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## **HANNAH & VICTOR STEVENSON FUND FOR EDUCATION & ARTS DEVELOPMENT - \$61,928.03**

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 the fund is for Arts Development in the City of Thunder Bay

Application requirements:

- Demonstrates that Arts' organizations are increasing their impact
  - The programs offer training, education and or development opportunities
  - Is organized, well written and creative
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## **DR. S. PENNY PETRONE GRANT - \$5,862.90**

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."

Application requirements:

- Specifically benefits persons with disabilities
- Shows innovation

- Clearly demonstrates need
  - Is organized and well written
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### **DONNY RITZA FUND - \$7,046.31**

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.

Application requirements:

- Specifically benefits persons with disabilities
  - Shows innovation
  - Clearly demonstrates need
  - Is organized and well written
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### **DR. R. K. DEWAR MEDICAL RESEARCH GRANT FUND - \$9,098.30**

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.

Application 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
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### **KERI CHASE MEMORIAL ANIMAL WELFARE FUND - \$9,491.11**

The Keri Chase Foundation was formed in 2002 in memory of Keri Coleen Chase, who passed away 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 Keri Chase Foundation created the Keri Chase Memorial Animal Welfare Fund at the Thunder Bay Community Foundation. 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.

Application requirements:

- Specifically benefits animal welfare charities (see above)
  - Clearly demonstrates need
  - Funds cannot be used for administration costs
  - Is organized and well written
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### **RUTH BLACK FUND - \$10,058.46**

Ruth Black loved Thunder Bay and left a large bequest to the Thunder Bay Community Foundation so her passion for the community would be nurtured in perpetuity.

Application requirements:

- Support mental health charities or programs that seek to assist those with mental health needs
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### **GEORGE AND KELLY BADANAI FUND – DONOR DIRECTED**

The owners of Badanai Motors have taken the company mission statement of "remaining a socially responsible member of the community" to heart by investing in causes that resonate with their family"

Application requirements:

### **JAMES AND SHIRLEY SYMINGTON FAMILY FUND - \$41,074.64**

Local philanthropists Shirley and James established their own family fund to support our community through the funding of local initiatives that are important to them.

Application Requirements:

- Projects that support longer term goals rather than fulfilling immediate crisis type needs (These would include building or equipment projects/projects that help people better themselves)
- Children's causes – helping children have experiences they might not have otherwise available to them
- Projects related to the preservation of our natural environment/animal welfare

## **SHIRLEY H. & MEREDITH O. NELSON FUND - \$15,567.23**

The Shirley and Meredith Nelson Fund was established in 2006 by their daughter Archdeacon Deborah Kraft. This fund provides awards for people raised on working farms who desire to pursue post-secondary health care or engineering degrees. The fund also provides annual bursaries to Thunder Bay charities. Shirley Shrum was born in 1923 on her family farm in Gainsborough Township, Ontario. Shirley graduated as a registered nurse from Mack Training School in St. Catherine's, Ontario. She died in 2007. MO was born in 1921 and died in 2021, reaching 100 years of active and healthy living. He too was raised on a farm near Smithville, Ontario. MO graduated from Kettering University with a Bachelor of Industrial Engineering degree. Throughout many moves and promotions around North America, France, and England, MO finished his working career as Group President Newsprint Pulp and Forest Products, Kimberly-Clark Corporation for all of North America with 6000 personnel. Shirley and MO retired to Thunder Bay in 1984 and quickly became very involved in a life of service in the community. Their legacy is one of dedication, generosity, commitment, hard work, and faith.

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## **DANNY CLARA LEGACY FUND - \$72,473.86**

Danny was born in Flagogna, Friuli, Italy, on August 24th, 1944. Like so many, he was born into a time of chaos and conflict, and like so many, he ended up traveling half a world away to build a new life in a new country.

Danny was a firm believer in the Community, supporting numerous local charities and organizations. He was especially proud of his involvement with the Da Vinci Centre, where he was part of the founding building committee and later served as President, as well as his efforts and support towards the construction of St. Dominic's Church.

This grant is open to all charities in Thunder Bay with the following application requirements:

- Clearly states the organization's positive contribution to its community
  - Meets current community needs
  - Shows innovation and resourcefulness
  - Is organized and well written
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## **GRANT RECIPIENT OBLIGATIONS**

All Grant recipients must submit a grant report at the end of their project, prior to applying for the follow year's grant program. If you received a grant during the 2019/2019 granting season and have not submitted a grant report, please contact the Thunder Bay Community Foundation prior to applying for a grant this season at 807-475-7279

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## FREQUENTLY ASKED QUESTIONS

### ***Can a Non-Profit organization apply for a Thunder Bay Community Foundation grant?***

A foundation can only give to QUALIFIED DONEES. Although all charitable organizations 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 for. Each fund has a specific amount of money to be granted each year. You can apply for up to the total amount available (see the Grant Program Information document for more details). However, if you apply for the whole amount, you must ensure your project has a wide reach, is innovative and addresses an issue in our community. Additionally, the maximum amount of funding that may be requested is \$25,000.

### ***How much do other charitable organizations apply for?***

The amount other charitable organization 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. The maximum amount of funding that may be requested during the 2020/2021 granting season is \$25,000.

### ***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 the funding has been secured to ensure the project will be able to move forward. If you receive funding from the Foundation but are unsuccessful from the other sources and cannot run the project, you will be required to return your grant funding to the Thunder Bay Community Foundation. 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 will be 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 provided rubric. The grants are then ranked based on their mark (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. Often this is not a question we can answer as it is a matter of the Grant Marking Committee's priorities and the other applications.

***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 our office immediately at (807) 475-7279.