



THE ALBERNI VALLEY COMMUNITY FOUNDATION

The Station, 3100 Kingsway Avenue, Port Alberni, B.C. V9Y 3B1

Grant Guidelines For The Community Fund

The Alberni Valley Community Fund

The Alberni Valley Community Fund gives grants in the following subject areas to enhance the quality of life for the citizens of the Alberni Valley.

- **Arts and Culture**
- **Education**
- **Health and Physical Activity**
- **Social Services**
- **Environment**

Eligibility

Eligible applicants include registered charities and qualified donees under the Income Tax Act.

What We Fund

The Foundation will consider requests for:

Program-related projects

(i.e., specific, time-limited activity or series of activities designed to meet certain goals)

Capital projects

(i.e., construction, renovation or equipment purchases)

Guiding Principles

- The Alberni Valley Community Foundation supports innovation where there is demonstrated need, the likelihood of effectiveness, and strong potential to serve as a model to others.
- Projects should build on the strengths of the community to respond to identified issues and priorities.
- The organization should demonstrate a commitment to the project through a contribution of human and/or financial resources.
- Significant and appropriate support from other funding sources (including the community) should be evident.
- **The target population should be involved in the development, implementation and evaluation of the project. (VERY IMPORTANT)**
- The organization should demonstrate inclusiveness and respect for cultural diversity.
- Projects that will be ongoing after the grant's end should provide realistic plans for longer-term funding.
- Organizations should have a significant and appropriate amount of their funding in place when they apply.
- The Alberni Valley Community Foundation disperses its funding to many groups throughout the Alberni Valley working in many fields of interest. It is therefore necessary to limit the frequency of applications from any one organization to ensure more equitable access for all organizations.

Restrictions [Please read carefully]

Grants are not ordinarily made towards:

- 100% of a project's costs
- Individuals and businesses
- An organization's operational or core expenses (ie. salaries)
- Retroactive funding, or for any project expenses to be incurred
- Debt retirement or reserves; mortgage pay-downs
- Fund-raising activities
- Sabbatical leaves, student exchanges
- School construction (including post-secondary)
- Computer labs
- Research
- Seminars, conferences or workshops or travel to attend such events
- Tours or travel outside the community
- Scholarships or fellowships
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes
- Political organizations
- Advertising, marketing, videos, etc.
- General endowment or sustaining funds

Grants available from other donor-directed funds administered by the Alberni Valley Foundation are not restricted by these guidelines.

Trust and Responsibility

As steward of assets entrusted to us, The Alberni Valley Community Foundation respects the intent of our donors. We have a commitment to the integrity of our philanthropic tradition as a community foundation. In keeping with this tradition, we also have a responsibility to the charitable organizations that we serve. We wish to provide the highest level of service. Please let us know in what ways we can improve.

Grant Application Process

The Alberni Valley Community Foundation has a two-stage application process. The first stage (letter of inquiry) consists of an informal proposal to determine basic suitability. The second stage requires submission of a formal grant application by a specific deadline date.

Stage One: Letter of Inquiry

After you have reviewed the funding guidelines and Advisory Committee goals, send us an outline of your project of no more than two to three pages (8 1/2 x 11) containing the following information:

- Introduction to your organization, including your charitable registration number
- Statement of the issues or community priorities that the project will address
- Concise description of the activities to be undertaken
- Start-up and completion dates
- Project budget itemizing of all potential and confirmed expenditures and revenue
- The amount to be requested from Alberni Valley Community Foundation

The deadline for receiving the letter of inquiry is no later than **February 1st of each year**

Your proposal will be reviewed for eligibility by the Board. They may contact you for additional information. If your project is not considered appropriate for further consideration, you will receive an explanation. However, if the Board feels that the project would be suitable to take to the next stage of review, you will be invited to submit a formal application.

Stage Two: Grant Application

The Board will send you a grant application form with specific instructions for completion. This application must be returned by the deadline.

Once your application has been received, you will be sent written confirmation. Part of the assessment involves consulting with other funders and informed people in the field. A Board member will probably phone or meet with you at this stage to go over further details of your project.

The Board will then consider your application and a final decision will be available approximately four(4) weeks after the deadline date. You will receive written notification of the Board's decision, along with the terms and conditions of any grant that has been awarded.

N.B. Submitted materials become the property of the Alberni Valley Community Foundation. Final decisions on all grants rest with the Foundation and access to its decisions is restricted.

PLEASE NOTE: Submission of Grant Application does not necessarily guarantee funding from the Alberni Valley Community Foundation

Grant Application Deadlines

The deadline for submitting grant applications is no later than **May 1st of each year.**

The box below provides a summary of the entire process to guide your project planning. The Alberni Valley Community foundation does not provide retroactive funding.

Action	Time Line (relative to application deadline)
Stage 1: Applicant submits letter of inquiry	No later than February 1 st of each year.
Stage 2: Applicant submits completed grant application form.	No later than May 1 st of each year.
Board assesses application and may discuss project with applicant.	Two (2) to four(4) weeks after deadline (depending on Board Schedule)
Applicant receives final decision.	Approximately six (6) weeks after deadline.

After A Grant Has Been Awarded

The Alberni Valley Community Foundation expects the following from grant recipients:

- Approval from the Alberni Valley Community Foundation prior to any changes to the project.
- Proper fiscal management
- Thorough and well-planned project evaluation
- Interim and/or final reports (financial and descriptive)
- Public recognition of the support received from The Alberni Valley Community Foundation

The Alberni Valley Community Foundation appreciates the opportunity to make site visits, if time permits.