

David S. Howes Fund Grant 2023

Niagara Community Foundation

CHARITABLE STATUS

Thank you so much for applying to our David S. Howes Fund Grant Program. Applications can be saved and completed over multiple sittings. Once logged in, you'll be able to visit your dashboard to return to your application. Once your submission is completed, and all attachments are fully uploaded click "Submit" to finalize your application and to send it to the Foundation.

Did you know you can add a "**Collaborator**" to your process? If your project is in partnership with another organization you are welcome to collaborate on your application, by adding them to your application process. Click the blue "Collaborate" button at the top of Application Screen to add someone to your team.

To learn more, click here for a tutorial.

Charitable Status*

Please verify your charitable status for this application. Please note, that NCF only grants to registered charities and qualified donees, ie. municipalities.

To learn more about qualified donees, click here.

Choices

Registered Charity (CRA # required)

Qualified Donee (ie. Municipality)

REGISTERED CHARITY

Charitable Number (123456789RR1234)*

Please enter your CRA number (no spaces).

Character Limit: 15

QUALIFIED DONEE (I.E. MUNICIPALITY)

Municipality*

Please list your municipality.

Character Limit: 100

GRANT ASSESSMENT CRITERIA

Grant Assessment Criteria

All proposals will be evaluated on the following criteria:

- How was the project need determined and what were the methods used to identify the need?
- How does the project fit with the priorities of the Niagara Community Foundation?
- If similar programs are offered within their delivery area, why should the applicant's program be considered?
- What is the capability of the applicant to undertake the project?
- How will the success of the project be determined?
- How sustainable is the project (if applicable)?

NCF does NOT Fund:

- Core operating costs or current program costs
- Operating or capital deficits
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes
- Endowment funds
- Retroactive funding for any project expenses incurred prior to the Foundation's decision date
- Individuals
- Political activity as defined by Canada Customs and Revenue Agency's publication on registering a charity Programs and services outside of Niagara
- Applicants cannot apply for a concurrent grant unless they are part of a collaborative and are in good standing with their open grants to the Foundation

Grant Consult*

All applicants must have a grant consultation with the Foundation prior to applying. This must be done at least 7 days before deadline.

Further information is available by calling JoAnne Krick at the Foundation at 905-684-8688 ext 23 or emailing to grants@niagaracommunityfoundation.org.

Have you had your grant consult with JoAnne Krick?

Choices

Yes

No

Scheduled

Governance Checklist*

Applicants applying for grants will need to demonstrate they have 8 of 14 of the following governance practices in place to be eligible to apply. If not in place, applicants will be directed to appropriate resources to support and address these gaps. Please check for yes to those that apply.

Choices

Does the organization have HR policies that comply, at minimum, with employment legislation?

Does the board approve an annual budget?

Does the board review actual to budget at least twice a year?

Does the board meet a minimum of three times annually?

Are board policies reviewed at least every four years?

Is there a policy that clearly outlines roles and responsibilities of board and officers?

Are there fixed terms for board members?

Has a strategic plan been developed in the last four years?

Does the board annually review progress on achieving strategic plan goals and adjust as needed?

Is the Executive Director / CEO performance reviewed annually?

Is a board evaluation undertaken annually?

Is there interim succession plan in place should there be a changeover in organizational leadership?

Is there a conflict of interest policy?

Is there a reserve policy?

Checklist Total

Please total the number of check marks in the Governance Checklist. You must total over 8 to be eligible to apply.

Character Limit: 2

WHO WE ARE

Mission*

Please share the mission of your organization. One or two sentences.

Character Limit: 500

Program & Services Offered*

Please share a brief outline of your organization's programs and services.

Character Limit: 1500

Geographic Area- Organization*

What geographical area does your organization serve? Check all that apply.

Please note, **if your organization serves ALL of Niagara, please select "NIAGARA REGION" only.**

Choices

NIAGARA REGION or

Fort Erie
Grimsby
Lincoln
Niagara Falls
Niagara-on-the-Lake
Pelham
Port Colborne
St. Catharines
Thorold
Wainfleet
Welland
West Lincoln

PROJECT PRIORITIES

David S. Howes Fund Priorities*

Please select 1 (minimum) priority that your application best aligns with.

Choices

Education
Facilities
Health Care Services
Humanitarian Issues
Post Secondary
Research

Living in Niagara

The Living in Niagara report, facilitated by Niagara Connects, provides data in 11 critical sectors that describe quality of life in Niagara. Applicants must visit livinginniagarareport.com to determine how their granting request reflects identified priorities in the Living in Niagara-2020 report.

Please select the Living in Niagara sector(s) that your application request best aligns with.

Choices

Arts, Culture and Heritage
Community Belonging
Community Safety
Economic Prosperity
Learning and Education
Recreation and Sports
Transportation and Mobility
Work and Employment
Environment
Health and Wellness
Housing and Shelter

Priority Explanation*

How was the project need identified?

Character Limit: 1500

SDGs*

The Sustainable Development Goals are a blueprint to achieve a better and more sustainable future for all. Through the SDGs, community foundations are connecting their local efforts to a broader and ambitious global agenda to improve the world around us. If possible, identify which of the United Nations Sustainable Development Goals your work addresses. Max: 3 Choices

Learn more about the United Nations Sustainable Development Goals (SDGs).

Choices

- GOAL 1: No Poverty
- GOAL 2: Zero Hunger
- GOAL 3: Good Health and Well-being
- GOAL 4: Quality Education
- GOAL 5: Gender Equality
- GOAL 6: Clean Water and Sanitation
- GOAL 7: Affordable and Clean Energy
- GOAL 8: Decent Work and Economic Growth
- GOAL 9: Industry, Innovation and Infrastructure
- GOAL 10: Reduced Inequality
- GOAL 11: Sustainable Cities and Communities
- GOAL 12: Responsible Consumption and Production
- GOAL 13: Climate Action
- GOAL 14: Life Below Water
- GOAL 15: Life on Land
- GOAL 16: Peace and Justice Strong Institutions
- GOAL 17: Partnerships to achieve the Goal

Grant Sector*

Please indicate the sector your application falls under.

Choices

- Animal Welfare
- Arts & Culture
- Community Economic Development
- Education
- Environment
- Health
- Heritage and Restoration
- Scholarships
- Senior Citizens
- Social Services
- Spiritual

Sports & Recreation
Other

PROJECT BASICS

Name of Project*

Name of Project.

Character Limit: 100

Amount Requested*

David S. Howes Fund Grants are a minimum of \$15,000

Character Limit: 20

Project Start Date*

The Foundation does not grant retroactively. Eligible expenses are incurred after the Foundation decision date.

Character Limit: 10

Project End Date*

The Foundation will request the grant final report, 60 days after the grant project is complete.

Character Limit: 10

New or Existing Project*

Is this an expansion and/or enhancement of an existing project or a new project?

Choices

Expansion of an existing project
New Project

Geographic Area Served- Project*

What geographical area will your project serve? Check all that apply.

Please note **if your project will impact ALL of Niagara, please only check "NIAGARA REGION."**

Choices

Niagara Region
Fort Erie
Grimsby
Lincoln
Niagara Falls
Niagara-on-the-Lake
Pelham
Port Colborne
St. Catharines
Thorold
Wainfleet

Welland
West Lincoln

Application Approved By:*

Choices

Executive Director or CEO
Board Chair
Other

PROJECT DETAILS

Project Summary*

Please summarize your project in one to two sentences. This summary will be used in Foundation communications if approved.

Character Limit: 250

Full Project Description*

What do you want to do with this grant and why?

Character Limit: 2500

Project Similarity*

Is this project similar to others within your service delivery area? If yes, explain

Character Limit: 2000

Short Term Goals*

What are the short term project outcomes? How will they be measured?

Character Limit: 2500

Long Term Goals*

What are the long term project outcomes? How will they be measured?

Character Limit: 2500

Project Partners*

Do you have project partners?

Choices

Yes
No

Project Partners Listing

If there are project partners, please identify who they are and the role they will play.

Character Limit: 1500

Resources and Expertise*

What are the resources and expertise of your organization to undertake the project? Include staff and volunteers.

Character Limit: 2500

Future Funding

If applicable, how will this project be funded in the future?

Character Limit: 500

FINANCIALS/ATTACHMENTS

Year End Date*

What is your fiscal year end date?

Character Limit: 10

Previous Year Actuals

	Previous Year Actuals
Total Revenue	
Total Expenses	
Excess (or deficit) for the year	
Reserved Funds- Restricted	
Reserved Funds- Unrestricted	

Current Year Budget

	Current Year Budget
Total Revenue	

Total Expenses	
Excess (or deficit) for the Year	

Variance

Please provide explanation of significant variances, surpluses, deficits or reserves.

Character Limit: 1500

Project Budget

- Total project expenditures must equal total of funds from all sources – please include in-kind in both expenditures and project funding
- Attach 2 estimates for purchases over \$3000 (you may be asked to substantiate any purchases under \$3000)

Project Expenditures	Cost

Grant Request to NCF

- Foundation grant can include administration expenses of no more than 10% of grant requested.
 - For example, if grant requested is \$2000, administration expense of \$200 is allowable to apply

Sub-total Grant Request to NCF	
OPTIONAL- Grant Admin Costs – Up to 10% of NCF Request	

Total Request to NCF	
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Project Funding

- We encourage the use of other revenue sources, including in-kind contributions
- Total project expenditures must equal total of funds from all sources – please include in-kind in both expenditures and project funding
- We encourage the use of other revenue sources, including in-kind contributions

Funder	Confirmed (type x if confirmed)	Unconfirmed (type x if unconfirmed)	In-Kind	Total

Most recent audited financial statements*

File Size Limit: 5 MB

Quotes

If you indicated purchases of product or services, greater than \$3000, please include two quotes

File Size Limit: 1 MB

Board of Directors*

Please attach a list of current Board of Directors

File Size Limit: 1 MB

Annual Report

If produced, please attach the most recent annual report.

File Size Limit: 5 MB

Other Attachments

Any other attachments you wish to include to support your application.

File Size Limit: 3 MB

Other Attachments 2

File Size Limit: 5 MB