

# Mini Grant- Spring 2023

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*Niagara Community Foundation*

## *CHARITABLE STATUS*

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Thank you so much for applying to our Mini Grant- Spring 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 LOI 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.

#### **Choices**

Registered Charity (CRA# required)

Qualified Donee (i.e. Municipality)

## *REGISTERED CHARITY*

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### **Charitable Number (123456789RR1234)\***

Please enter your CRA number (no spaces)

*Character Limit: 15*

## *QUALIFIED DONEE (I.E. MUNICIPALITY)*

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### **Municipality\***

Please list your municipality.

*Character Limit: 100*

## *GRANT ASSESSMENT CRITERIA*

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### **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](mailto: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

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### 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*

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On your Letter of Intent, you indicated the following project priorities:

### **Grant Priorities\***

Below we list the two grant priorities. Please select the one that best suits your application:

1. Living In Niagara 2020 - Living in Niagara 2020 provides a description of 12 critical sectors that describe life in Niagara. Applicants must visit Living in Niagara to determine how their granting request reflects identified priorities.
2. Capacity Building - To assist organizations with the development and implementation of tools and resources that would contribute to an organization's success; including professional and organizational development and training.

### **Choices**

Living in Niagara Report  
Capacity Building

### **Priority Explanation\***

How does your project address the priorities of the Niagara Community Foundation that you checked on this application?

For Living In Niagara please refer to the sector and indicator or suggested action steps.

*Character Limit: 1500*

## *PROJECT BASICS*

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### **Project Name\***

Name of Project.

*Character Limit: 100*

### Amount Requested\*

Mini Grants are a maximum of \$750

*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*

### Grant Sector\*

Please select 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

### 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***

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**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: 1200*

**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*

***FINANCIALS/ATTACHMENTS***

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**Year End Date\***

What is your fiscal year end date?

*Character Limit: 10*

### Previous Year Actuals

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

### Current Year Budget

	Current Year Budget
<b>Total Revenue</b>	
<b>Total Expenses</b>	
<b>Excess (or deficit) for the Year</b>	

### 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

<b>Sub-total Grant Request to NCF</b>	
<b>OPTIONAL- Grant Admin Costs – Up to 10% of NCF Request</b>	
<b>Total Request to NCF</b>	

**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: 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: 1 MB*

**Other Attachments**

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

*File Size Limit: 1 MB*

**Other Attachments 2**

*File Size Limit: 5 MB*