



Grant Application Guidelines

Please review the following guidelines before submitting a grant application to the Kenora and Lake of the Woods Regional Community Foundation.

- Only registered charities are eligible for grants from the Kenora and Lake of the Woods Regional Community Foundation. Non-profit organizations that do not have a charitable registration number, but would like to apply for a grant, please refer to "Confirmation of a Written Agreement between a Registered Charity and a Non-profit organization". Your charitable registration number is a nine-digit number, followed by RR 0001.
- Please Note:
Applicants should be aware that meeting the eligibility criteria allows them to apply to the Community Foundation. It does not, however, guarantee that they will receive a grant. If your organization does not receive a grant, it may not be a reflection of the merit of the project; it could depend upon the funds available for the current year.
- The Kenora and Lake of the Woods Regional Community Foundation considers grants for charitable organizations that fall into the following categories:
 - Community Services
 - Health & Wellness
 - Social Welfare
 - Arts & Culture
 - Environment
 - Animal Welfare
- Grants made from the Moffat Family Fund will consider the provision of services for:
 - Youth
 - Families
- Organizations must demonstrate a strong and committed board, fiscal responsibility and effective management. An operating budget must be submitted.
- Projects must benefit primarily, the people in the catchment area of the Foundation.
- Applicants must establish that there is a need for the project.
- Grants are awarded for specific purposes and for projects covering a definite period of typically one year or less.
- Pilot or demonstration projects must include provisions for evaluation and a realistic plan for fiscal financial viability beyond the pilot stage.

- Matching or challenge grants may be made in appropriate circumstances to stimulate responses from other sources.
- Preference is given to projects which:
 - encourage more efficient use of community resources;
 - demonstrate innovative approaches and techniques to solve community issues, and build individual, neighbourhood and/or community capacity;
 - address the root causes of issues in our community;
 - promote cooperation and sharing among organizations, eliminating duplication of services;
 - promote volunteer participation;
 - strengthen an organization's capacity to be sustainable.
- Grants are NOT made to:
 - support operating expenses of established agencies or programs
 - governments
- Grants are NOT made to or for:
 - individuals
 - annual fund drives
 - pay down mortgages or reduce deficits
 - projects already completed
 - political activities
 - direct religious activities

Grant Application Processes

Deadlines:

There are **three** deadlines each year for grant application to the Kenora and Lake of the Woods Regional Community Foundation:

- **February 28** - Moffat Family Fund applications, supporting projects for children and families (For consideration for June Granting Ceremony)
- **May 1** - Lake of the Woods Dream Funds applications, supporting projects for the general needs of the community (For consideration for June Granting Ceremony)
- **September 15** - Community Funds applications, supporting projects for the general needs of the community (For consideration for November Granting Ceremony)

All applications must be submitted online, through the website portal at www.klwcf.ca

If a deadline falls on a Saturday, Sunday, or holiday, applications will be accepted until the end of the next business day. If you would like to confirm a deadline, please feel free to call the Community Foundation office at 467-4427.

Application:

Please review our application guidelines carefully before submitting your application.

Before you proceed with submitting your application, you must contact our office:

- Phone: 467-4427
- Email: info@klwcf.ca

After You Have Submitted Your Application:

You will receive an email confirming our receipt of your application, indicating when your application will be reviewed. If you do not receive this email, please contact our office:

- Phone: 467-4427
- Email: info@klwcf.ca

When a Grant is Awarded:

- You are notified promptly of the Foundation's decision regarding your application. If your application is approved, we send you a letter confirming the grant and providing details about requesting payment.
- Before changing the use of funds, or your project's activities, please contact the Foundation office. The Foundation's approval is required prior to changing any use of funds or activities.

When the Project is Completed:

- Upon completion of the project, as per the date stated in the Grant Agreement, we require a Post Grant Report. Copies of all receipts must be available for submission. This final report will give the Foundation and our donors, a clear understanding of what was accomplished with the grant dollars.

Recognition of the Foundation:

- If your organization receives a grant from the Kenora and Lake of the Woods Regional Community Foundation, we require recognition, as outlined in the Grant Application and the Post Grant Report.
- We also encourage the submission of photographs of your "Grant in Action", for the Foundation's communication tools.