



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 00001.**

- **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, but on the funds available at the Foundation 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 and Wellness**
 - **Social Welfare**
 - **Arts and Culture**
 - **Environment**

- **Grants made from the Moffat Family Fund will consider the provision of services for:**
 - **Youth**

- Families
- Communities at risk

- Organizations must demonstrate a strong and committed board, fiscal responsibility and effective management.
- Projects must benefit primarily the people in the catchment area of the Foundation.
- Applicants must establish there is a need for the project.
- Applicants must indicate the availability of other sources of funding
- Grants are awarded for specific purposes and for projects covering a definite period of time, 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 Process

Deadlines

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

- February 28 (for consideration in June)
- May 15 (for consideration in June)
- September 15 (for consideration in November)

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 phone the office at the Foundation office at 467-4427)

Application

Please review our application guidelines carefully before preparing your application. Before submitting your application, please ensure you have answered every question on the application form and attached all required attachments.

If you have any questions or concerns about your application or our guidelines, please feel free to contact the Foundation office at 467-4427

After You Have Submitted Your Application

You will receive an email confirming our receipt of your application, indicating when your application will be reviewed.

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's office. The Foundation's approval is required prior to changing any use of funds or activities.

Upon completion of the project, at a mutually agreed upon date, we require a final narrative and a fiscal report. The final narrative will give the Foundation a clear understanding of what was accomplished with the grant dollars.

Recognition

If your organization receives a grant from the Kenora and Lake of the Woods Regional Community Foundation, we appreciate public recognition where possible.

We also welcome photographs of your organization or activities for the Foundation's communication tools.