

## Grant Application Guidelines

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

### ELIGIBLE APPLICANTS

To apply for a grant from the Kenora & Lake of the Woods Community Foundation, you must be a qualified donee as per the [Canada Revenue Agency](#). Below is a list of qualified donees:

- a registered charity (including a registered national arts service organization);
  - a registered Canadian amateur athletic association;
  - a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
  - a registered Canadian municipality;
  - a registered municipal or public body performing a function of government in Canada;
  - a registered university outside Canada that is prescribed to be a university, the student body of which ordinarily includes students from Canada;
  - a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift;
  - Her Majesty in right of Canada, a province, or a territory; and
  - the United Nations and its agencies.
- Non-profit organizations that do not have a charitable registration number, but would like to apply for a grant, can do so through a “sponsor” registered charity. Please refer to "Confirmation of a Written Agreement between a Registered Charity and a Non-profit organization".
- Applicants please be aware that meeting the eligibility criteria allows you to apply to the Community Foundation. It does not, however, guarantee that you will receive a grant. If your organization does not receive a grant, it may not reflect the merit of the project; it could depend upon the funds available for the current year.

### ELIGIBLE PROJECTS

The Kenora and Lake of the Woods Regional Community Foundation considers grants for charitable organizations that fall into the following categories:

- General Needs of the Community
- 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, using the online template provided.
- ❖ Projects must primarily benefit the people in the catchment area of the Foundation. (<http://www.klwcf.ca/wp-content/uploads/2010/02/grant-recipient-catchment-area.pdf>)
- ❖ Applicants must establish that there is a need for the project and clearly demonstrate the impact that project will make at a community level.
- ❖ 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.

**Preference is given to projects that:**

- encourage more efficient use of community resources;
- demonstrate innovative approaches and techniques to impact community issues, and build individuals, 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 projects/initiatives that primarily support:

- support operating expenses of established agencies or programs
- governments
- individuals
- annual fund drives
- reduction of mortgages or other debt
- projects already completed at the time of granting
- political activities
- direct religious activities

**If you received a grant in the previous year, you must complete all obligations and have submitted the online Post Grant Report to be able to apply for new grants.**  
(<http://www.klwcf.ca/granting/post-grant-report/>)

## Grant Application Processes

Eligible Organizations can apply for funding once per calendar year.

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

When to Apply:

- *March 6* - Moffat Family Fund applications, supporting projects for youth and families
- *March 6* - Lake of the Woods Dream Funds applications, supporting projects for the general needs of the community
- *September 15* - Community Funds applications, supporting projects for the general needs of the community

If a deadline falls on a weekend or holiday, applications will be accepted until midnight 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:**

All applications must be submitted online, through the website portal at (<http://www.klwcf.ca/granting/grant-application/>).

After you have submitted your Application you will receive an email confirming our receipt of your application. If you do not receive this email, please feel free to contact our office.

If your application is approved, we will send you an email confirming the grant and providing all necessary details.

A Post Grant Report is required when the Project is completed, online, as per the due date in the Grant Agreement. Copies of receipts may be required for submission. This final report will provide our Foundation and Donors with a clear understanding of the community impact the grant had. We also encourage the submission of photographs of your “grant in action”, with permission of use to the Foundation.

Recognition of the Foundation is required if your organization receives a grant from the Kenora and Lake of the Woods Regional Community Foundation, as outlined in the Grant Application and Post Grant Report.

If you have any questions about eligibility, the grant application or process, or wish to discuss your project before you submit please do not hesitate to email at [info@klwcf.ca](mailto:info@klwcf.ca) or call 807-467-4427.