

# COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES



The Community Priorities Grants Program is the Westlock Community Foundation's largest granting program. Each year, this fund awards grants to qualified donees in Westlock, Westlock County, and the Village of Clyde. Funding for this program comes from donors across the region that made gifts to the Community Foundation. These donors trust that the Community Priorities Grants Committee and Board of Directors will allocate funding to worthy causes throughout the region.

The Foundation seeks to support projects and initiatives that fall within one or more of the following categories:

- Community Health & Wellness - Factors that create and improve physical, social, and mental health;
- Cultural Life- enrichment through celebration of our culture and heritage;
- Lifelong Learning - Ways in which residents of all ages discover, develop, and share knowledge and skills;
- Environment - Assessing and enhancing the vitality of plants, animals, and local geography;
- Connections and Belonging- The ways we associate, relate, and connect with our family, friends, and neighbors; and,
- Abundant Living- Factors that affect conditions of subsistence in our communities, taking into account the availability, affordability, and appropriateness of resources that help all of us meet our basic needs.

The Community Priorities Fund will consider requests between \$5,000 and \$40,000. Your project will be evaluated in one of two streams - Funding requests between \$5,000-\$20,000, and requests between \$20,000 and \$40,000.

## **From Application to Grant**

Applications are reviewed by the Community Foundation's Community Priorities Grants Committee, which is comprised of Community Foundation directors and members of the community. The committee considers all applications and makes recommendations to the Board of Directors for final approval. Please note that all applicants are notified, regardless of whether or not they receive funding. Funding is awarded approximately two months after the application deadline date.

---

## **Grant Application Deadlines**

Applications to the Community Priorities Grants Program are accepted once a year, with the following deadline: March 28, 2024 at 4:00 pm

NOTE: If a deadline date falls on a weekend, applications are due on the following Monday.

## **Applying for a Community Priorities Grant**

Before spending your valuable time completing a grant application please read the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

# COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES



## Step 1: Is your organization eligible for funding?

Are you located within our region? Our region includes the boundaries of the Town of Westlock, Westlock County, and the Village of Clyde. You must be located within this region, or carry out programming within this region to be eligible for funding.

Are you a registered charity with **Canada Revenue Agency**?

- The Community Foundation can only grant to **federally registered charities or qualified donees (grant recipients)** with a business number (BN). You can check your organization's charitable or qualified donee status by visiting the [Canada Revenue Agency Website](#). Please note that this number is different from an Alberta Societies Number. The Community Foundation cannot fund societies unless they are also federally registered.

## Are you applying in partnership?

If you do not have a CRA BN, you may still apply for funding through a partnership with another registered charity, municipality or school district. If you would like more information on charity/non-charity partnerships, please call the office at 780-349-2212.

## Step 2: Is Your Project Eligible?

**NOT ELIGIBLE** – Please be aware that the Community Priorities Grants Program does **NOT** fund:

- General fundraising campaign contributions or sponsorships
- Retroactive expenses incurred prior to the final grants decision date
- Deficit reduction
- Activities that serve primarily the membership or purposes of religious or political organizations
- Projects that do not benefit residents of Westlock, Westlock County, and the Village of Clyde
- Individuals
- For-Profit Organizations
- Requests over \$40,000

## Step 3: Does Your Project Display the Following Strengths?

The Community Foundation is interested in supporting projects that demonstrate at least one—but typically many—of the following.

The project:

- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Delivers benefits to the majority of the people you serve
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than the Community Foundation
- Demonstrates an investment in the project through contributions from your organization, the community, and/or support from other funding sources
- Is well developed, achievable within the next year, and:
  - proposes an innovative and practical solution
  - strengthens your organizational capacity or sustainability
  - if applicable, promotes collaboration and sharing among agencies

# COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES



The Community Priorities Grant will cover:

- One-time costs to build capacity in fulfilling your mission;
- One-time capital costs such as equipment purchase, facility construction and renovation projects;
- One-time operating costs such as funding to launch a pilot project;
- Funding for the initial phase of a program that you can demonstrate will be funded in the future from other sources; and,
- Funding to strengthen the governance of your organization.

## Step 4: Completing Your Grant Application

You can access the grant application through our online grant management system, accessible on our website. The application process has two parts:

1. Complete a brief summary of the project by completing the Letter of Intent (LOI)/ Project Proposal. Our Grants Coordinator may contact you to discuss the project.
2. Once the project's eligibility has been approved and the project proposal is ready for submission, you will be invited to complete the full application. The following documents are required to be completed prior to the March 28, 2024 deadline:

Organizational Information:

- External Financial Statement
- Operating Budget
- List of Board and key staff members

Project Specific Information:

- Application Form;
- Intermediary Agreement (if applying in partnership);
- Project Budget; and,
- other details, if requested

## Contact Us

Your application has the best chance of receiving funding if it is clear and accurate. Grant applicants are invited to contact the Community Foundation with questions at any point during the application process—we are here to help!

Contact:

Katie Robertson, Executive Director

**Phone:** 780-349-2212    **Email:** [info@westlockfoundation.ca](mailto:info@westlockfoundation.ca)