

THE BANFF COMMUNITY FOUNDATION POLICY and PROCEDURE MANUAL			
TITLE: GRANT DISTRIBUTION POLICY			
Department: GOVERNANCE		Section:	
Revised: March 20, 2014		Policy No: 2	Page: 1 of 5
Date: October 8, 2002		Approval: Board of Directors	

1.0 Granting Philosophy

The Banff Community Foundation (“the foundation”) has as its goals:

- 1.1 To support qualified individuals and organizations in Banff and surrounding area
- 1.2 To support and encourage the unique culture of our communities through the development, enjoyment, and integration of the following areas: Recreation, Arts, Education, Health, Social Services, Heritage, and Environment.
- 1.3 To support and encourage community and individual learning in its various forms that builds mastery, leadership and capacity within the community.
- 1.4 To support community members in the pursuit/development of their art, craft, skill or profession in the interest areas as identified above.
- 1.5 To support & encourage the development of the arts that promotes public awareness & participation, and enhances arts literacy.
- 1.6 To support & encourage the development of recreation programs and activities that promotes active living.
- 1.7 To support and encourage the development of a full range of educational opportunities that promotes public awareness and participation in life-long learning.
- 1.8 To support and promote the advancement of health programs and activities leading to the development of personal and community health.
- 1.9 To support and encourage social services programs that increases the personal empowerment and effectiveness of individuals or enhances the ability of organizations to assist individuals towards these goals.
- 1.10 To support and encourage the stewardship of land, natural resources and the environment in order to promote public awareness and participation in environmental citizenship.

2.0 Principles

- 2.1 Grants are made only to qualified donees (see Appendix “A” attached).
- 2.2 Grants are made to support the goals of the foundation.

3.0 General Policies

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- 3.1 The final decision on all grants rests with the foundation board on the advice of its Grants Committee.
- 3.2 The foundation will establish yearly priorities to guide decision making in granting.
- 3.3 Grants will be awarded to those projects, which fit the established priorities and goals of the foundation.

Procedure

4.0 Grants Committee

- 4.1 The foundation will appoint a Grants Committee at the first meeting after the Annual General Meeting each year.
- 4.2 The committee will have no fewer than five members with at least two of those being board members, one of whom the board will appoint as chair.
- 4.3 The primary responsibilities of the Grants Committee shall be to review grant applications and make recommendations to the Board of Directors.
- 4.4 On an annual basis board members who are sitting on the Grants Committee shall review the Grant Distribution Policy and make recommendations to the board regarding amendments to the policy.

5.0 Granting

- 5.1 The foundation will meet at least the minimum distribution quota annually, as required by the Income Tax Act.
- 5.2 The Foundation will make grants at least once a year.
- 5.3 Grants are made only to organizations, which demonstrate fiscal responsibility, capable management along with a strong and committed board.
- 5.4 Grants are awarded for definite purposes and for projects covering a specific period of time. Multi-year grants are subject to an annual performance review.
- 5.5 Preference will be given to projects which address themselves to:
 - a) Innovation that strengthens the community's capacity to care for itself

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- b) Collaboration and cooperation within and across sectors
- c) Prevention as a response to challenges
- d) Testing new ways of providing services
- e) Promotion of volunteer participation and citizen involvement
- f) Building community strength through diversity
- g) Building community through a focus on the strengths and assets of individuals and groups

5.6 Grants are not made towards operating costs or capital deficits.

5.7 Grants are not given to support annual fund raising campaigns, form letter requests or telephone campaigns.

5.8 Grants are not made to religious organizations for direct religious activities.

5.9 Grants for team support and sponsorship will not be considered.

6.0 Application Procedure

6.1 Application Deadlines and Approval Dates

Grants will be made at least once a year, according to the board's discretion. The Banff Community Foundation (BCF) will endeavour to finalize grant decisions in less than three months of the application deadlines.

6.2 Stage 1 - Application

Grant Application forms are available on The Banff Community Foundation website or by contacting The Banff Community Foundation office.

The initial application is approximately three pages long and requires:

- A brief introduction to the organization;
- Project title and description of the proposed project;
- A project summary;
- Total cost of project and specific amount requested from The Banff Community Foundation;
- The organization's address, e-mail, telephone and fax;
- Legal agency name;
- Canada Revenue Agency (CRA) Charitable Registration Number, and;
- Names of authorized contact person (s) and authorized signature(s).

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6.3 Stage 2 - Review of Applications

After an initial review, the Grants Committee *may* require further information. If this is the case, applicants will be contacted and asked to provide supplementary information within seven (7) working days from the day information is requested. Prior to granting or at any time over the duration of the project, the Grants Committee *may* choose to conduct an interview or make an onsite visit. A mutually convenient time will be arranged by telephone.

If the organization applying for a grant received a grant in the prior year's granting cycle, the organization's final evaluation and report will be distributed as part of the package for review to the Grants Committee.

6.4 Stage 3 – Grant Approval and Agreement

Following final approval by The Banff Community Foundation Board of Directors, a formal Grant Agreement will be created. Authorized signing authorities for each party must sign the grant agreement before any money is disbursed.

The grant agreement will request confirmation that:

- The Grantee is a qualified donee, as defined by the Canada Income Tax Act;
- The Grantee shall use the granted funds solely for the stated purpose;
- The Grantee will notify The Banff Community Foundation of any significant change to the project and return all money if the project does not proceed;
- The Grantee will provide public recognition for The Banff Community Foundation, and;
- The Grantee gives permission to The Banff Community Foundation to publicize the grant and details of the project.

6.5 Stage 4 – Final Evaluation and Report

A Final Evaluation and Report must be submitted according to the date specified on the Grant Agreement.

The final written report will include:

- A summary of project results;
- Photographs (digital files preferred) where possible;
- An accounting of how the funds granted were expended;
- An evaluation of the impact of Donor funds upon the project, and;
- A description of the population served.

Late or incomplete final reports will affect future grants.

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<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfddns-eng.html>

Guidance

Reference Number

CG-010

Issued

August 15, 2011

This guidance replaces Summary Policy CSP-Q01, *Qualified Donee*.

Summary: Under the *Income Tax Act*, qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Registered charities can also make gifts to them.

Qualified donees are as follows:

- a registered charity (including a registered national arts service organization);
- a registered Canadian amateur athletic association;
- a listed housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged;
- a listed Canadian municipality;
- a listed municipal or public body performing a function of government in Canada;
- a listed university outside Canada that is prescribed to be a university, the student body of which ordinarily includes students from Canada;
- a listed 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.

While Her Majesty in right of Canada or a province and the United Nations and its agencies are qualified donees, they do not have to be included on our listings to be recognized as such.

References

- *Income Tax Act*, R.S.C. 1985 (5th supp.) c. 1, para. 110.1(1)(a), ss. 118.1(1) and 149.1(1) and 149.1(6.4), 188.1(5)
- [Disbursement of Funds to a Qualified Donee, CPC-014](#)
- [Charitable Organizations Outside Canada that Have Received a Gift from Her Majesty in Right of Canada, CG-015](#)
- [Registered Charities Newsletter, Issue No. 24](#)
- [Becoming a Prescribed University Outside Canada, RC191](#)