	Prince George Community Foundation Governance Document		
	Subject:	Date Created	2005
	Grant Guidelines	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021, June 2022, August 2023	

The Prince George Community Foundation offers grants to charitable organizations performing worthwhile projects to enhance the quality of life in the City of Prince George.

Eligibility

- Applicants must be a registered charity or qualified donee under the Income Tax Act in order to apply for a grant from the Foundation.
- An organization can apply **once** per grant cycle.
- Applicants can only receive funding for the same project twice in a three-year period.
- Past grant recipients that have outstanding final reports or proof of recognition not submitted are ineligible to apply for funding until rectified.
- Organizations must demonstrate effective management and fiscal responsibility.

Note: Organizations which are not registered charities or qualified donees with the Canada Revenue Agency can be eligible for grants from the Foundation through formalized partnership with an agency that is a CRA registered charity.

Refer to “Partnership Requirements document” for non-qualified donees.

Grant Cycles and Application Deadlines

There are two granting cycles per year: Spring and Fall. Current deadlines are listed on the PGCF website.


Spending of granted funds can begin upon approval, and the project must be completed within 12 months of the declared start date on the application. Final reports are due 3 months after project completion date.

Grant Type and Amount

The Prince George Community Foundation offers a limited number of grants up to **\$50,000** for eligible applicants. Partial funding may be considered depending on the number of applicants, quality of proposals and funding available. The majority of grants funded are between \$5,000 - \$10,000. Please refer to our website for the most recent average size of grants made by the Community Foundation.

Applicants can apply for one of two grants: Regular Grants or a Multi-year Grant.

Multi-year grants: The Foundation is pleased to offer sustaining funding on a three-year

	Prince George Community Foundation Governance Document		
	Subject:	Date Created	2005
	Grant Guidelines	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021, June 2022, August 2023	

term. Funding for multi-year grants will only be available for a limited number of applicants on an annual basis, determined on quality of application, identified need and funding available. Applicants must complete an LOI prior to requesting a multi-year grant.

What We Fund

Funding is intended to cover projects that fit within the applicant organization’s mission and mandate. Projects considered for funding will encompass one or more of the Foundation’s primary areas of giving:

- Health;
- Education;
- Arts and Culture;
- Sports and Recreation;
- Local Environment; or
- Social Services.

The Board seeks initiatives which will:

- enrich our community
- involve individuals, groups, and organizations in the community
- recognize the abilities, skills and resources that exist in the community
- respond creatively and effectively to local problems and challenges
- collaborate, facilitate and cooperate for the benefit of the community
- strengthen the social networks within the community and the commitment of its members to care for one another
- build on the community’s social capital and civic vitality
- demonstrates inclusivity, accessibility, and diversity of the community
- demonstrates sustainability measures for future of project/program as applicable


The Prince George Community Foundation Board of Directors may, on occasion, identify a particular focus or target group towards which grants should be directed during any grant cycle.

Criteria

Grant applications will be assessed against the following criteria:

A. Community Focus Factors:

- **Organization's Mission and Mandate:** The project fits the mission and mandate of organization.

	Prince George Community Foundation Governance Document		
	Subject:	Date Created	2005
	Grant Guidelines	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021, June 2022, August 2023	

- **Evidence of Need:** The project application clearly explains the need for the project.
- **Collaboration & Partnership:** The project involves partnership and collaboration with at least one other partner within the community.
- **Utilization of Local Resources:** The project emphasizes and utilizes the skills and resources that exist in the community including using, enhancing, mobilizing or expanding the skills capacities and assets of local people.
- **Reach:** The project outcomes will be widely accessible to the members of community of Prince George or to a number of the members of a specific community within Prince George.
- **Appeal:** The project would be seen by the community to be of value to the larger community or to a smaller community within it.

B. Feasibility Factors:


- **Plan:** The project plan is well-defined and detailed with clear timelines. The concept is well developed with concrete, time-limited aims and objectives.
- **Staff and Volunteer Capabilities:** The expertise of the staff and/or volunteers is well-suited to the project.
- **Budget:** Reasonable & realistic amounts have been requested for activities proposed.
- **Funding Sources:** The budget lists at least one other confirmed funding source or in-kind contribution¹, as relevant, or demonstrates how the applicant will cover the funding shortfall while still demonstrating financial need.

C. Achieving Results:

- **Performance Measures:** The project application describes the way the project success will be evaluated.
- **Impact:** The extent to which a project will benefit a target population group or an environmental area will be clear.
- **Value for Money:** The project will realize a significant result with a moderate amount of funding

Note: Please be succinct in your responses and do not repeat answers from one question to the next.

¹ In-kind contributions may include contributions of services, materials or equipment but are not generally considered to include volunteer labour unless provided by a third party organization.

	Prince George Community Foundation Governance Document		
	Subject:	Date Created	2005
	Grant Guidelines	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021, June 2022, August 2023	

Ineligible Requests

Projects are not eligible if funds requested are used for:

- Individuals or businesses
- an organization's usual operational or core expenses (heat, lighting, existing staff salaries, etc.) that exceeds 12% of the project budget
- any expenses which predate project approval during the current grant cycle;
- covering deficits or retiring debts or mortgage payments;
- providing for or establishing endowments;
- activities of religious organizations that serve primarily their membership and/or for direct religious purposes;
- travel costs;
- team or club sponsorships;
- annual funding drives;
- projects that duplicate services provided by other organizations;
- school programs or programming, and school construction, including playground equipment; and
- improvements or additions to land or property which might revert to private ownership.


APPLICATION PROCESS

Grant applications must be submitted through the Foundation's online grant portal, which can be accessed on our website at www.pgcf.ca

Note: For grants between \$10,001 - \$50,000, applicants must submit a letter of intent. Only those invited will be able to submit a complete application. Please refer to our website for current letter of intent deadlines.

The Grant Committee will carefully review applications and make award recommendations to the Foundation's Board of Directors. The Board of Directors makes final decisions on grant awards in December (Fall Cycle) and April (Spring Cycle).

The Prince George Community Foundation appreciates the opportunity to consider all proposals. The Foundation receives a large number of requests and may regretfully have to decline many commendable proposals. A declination in no way indicates a negative assessment of any organization or proposal, and the Foundation truly hopes that all applicant endeavors are successful. Over subscription to our Grant program speaks to the overwhelming needs of our community and our desire to respond to them in a

	Prince George Community Foundation Governance Document		
	Subject:	Date Created	2005
	Grant Guidelines	Revisions: October 2007, September 2013, September 2015, January 2020, June 2021, June 2022, August 2023	

balanced and equitable manner.

SUCCESSFUL APPLICANTS

Upon receiving notification of your successful application, applicants will be required to complete a funding agreement before the grant is awarded. Funds will not be awarded until this is signed and submitted to the Foundation.

Please note: We are pleased to answer inquiries regarding your application up to 1 week prior to the Grant Cycle deadline. Please contact our office at 250-562-7772.