

# GENERAL SUPPORT GRANT GUIDELINES

---

## OVERVIEW

The Foundation's **General Support Grant** cycle offers grants of up to \$10,000 to charitable organizations in our community. Eligible organizations may apply for any amount of \$10,000 or under. The funding level awarded for approved projects may vary depending on the volume of applications, the quality of proposed projects, and the quality of proposals.

## INTAKE DATES

Applications will be accepted each year from January 15<sup>th</sup> to February 15<sup>th</sup>. Applicants must apply through the online portal on our website: <https://www.pgcf.ca>

General Support Grants may be requested on a one-time or multi-year basis for up to \$10,000 each year for up to three years.

## ELIGIBILITY

If an organization applies for a Community Impact Grant in the Fall for a project, they may not apply for a General Support Grant the following Spring for that same project.

Additional eligibility criteria are as follows:

- Applicants must be a registered charity or qualified donee under the Income Tax Act.
- Organizations that are not registered charities or qualified donees under the Canada Revenue Agency can be eligible for grants from the Foundation through a formal partnership with a CRA-registered charity. Please refer to our "Partnership Requirements" document.
- An organization can apply only **once** per grant cycle.
- Past grant recipients with outstanding final reports or who have not submitted proof of recognition are ineligible to apply for funding until those requirements are met.
- Organizations must be able to demonstrate effective management and fiscal responsibility in their applications.

## WHAT WE FUND

Prince George Community Foundation funding is intended to support projects that fit within the applicant's mission and mandate. Projects considered for funding will encompass one or more of the Foundation's primary areas of giving:

- Health
- Education
- Arts & Culture
- Sports & Recreation
- Local Environment

## GENERAL SUPPORT GRANT GUIDELINES

---

- Social Services

In addition to aligning with at least one of our primary areas of giving, applications should demonstrate the way(s) in which their project will:

- Enrich our community,
- Demonstrate a collaborative approach with other individuals, groups, and/or organizations,
- Recognize, celebrate, or utilize the diverse abilities, skills, and resources in our community,
- Respond creatively and effectively to local problems and challenges,
- Commit to pooling resources and working collectively across organizations to achieve mutual benefit and community impact,
- Build upon our community's social capital and civic vitality and/or
- Champion inclusivity, accessibility, and diversity.

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

### CRITERIA

Applicants are strongly encouraged to be succinct in their responses and not to repeat answers from one question to the next. Applications will be adjudicated based on the following factors:

#### A. Community Focus:

- Organization's mission and mandate.** The project fits the mission and mandate of the applicant organization.
- Evidence of need.** The project application clearly demonstrates the need for the project.
- Collaboration and partnership.** The project involves partnerships and collaboration with at least one other partner within the community.
- Local resource utilization.** The project emphasizes and utilizes the skills and resources available in our community, including using, enhancing, mobilizing, or expanding local community members' skills, capacities, and assets.
- Reach.** The project outcomes will be widely accessible to the community members of Prince George and/or to a large proportion of the members of a specific community within Prince George.
- Appeal.** The project demonstrates how it would be seen by the community to be of value to the broader population or to an equity-seeking subsector of the population.



## GENERAL SUPPORT GRANT GUIDELINES

---

### **B. Feasibility:**

- i. Plan.** The project plan is well-defined and detailed, with clear timelines. The concept is well-developed with concrete, time-limited aims and objectives.
- ii. Staff and volunteer capabilities.** The expertise of staff and/or volunteers is well-suited to the project.
- iii. Budget.** Reasonable and realistic amounts have been planned for and requested for the activities proposed.
- i. Funding sources.** Applicants have listed at least one other confirmed funding source or in-kind contribution<sup>1</sup> as relevant or have demonstrated how the organization will cover the funding shortfall (while articulating financial need).

### **C. Achieving results:**

- i. Performance evaluation.** The application clearly describes the way that project success will be measured and evaluated (this can include hard data like attendance numbers or soft data like observations, feedback, and anecdotal evidence).
- ii. Impact.** The application will clearly demonstrate the extent to which the project will benefit a target population group or an environmental area.
- iii. Value for money.** The project will realize a significant result with a moderate amount of funding.

### **INELIGIBLE REQUESTS**

Projects are not eligible if the funds requested will be used for:

- Individuals or businesses.
- An organization's usual operating or core expenses (such as heat, lighting, existing staff salaries, etc.) that exceed 50% of the project budget.
- Any expenses incurred before project approval.
- Covering deficits or retiring debts or mortgage payments.
- Providing for or establishing endowments.
- Activities of religious organizations that serve primarily their membership and/or direct religious purposes.
- Travel costs.
- Team or club sponsorships.
- Annual funding drives.
- Projects that duplicate services provided by other organizations in Prince George.

---

<sup>1</sup> 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.



## GENERAL SUPPORT GRANT GUIDELINES

---

- School programs or programming, and school construction including playground equipment.
- Improvements or additions to land or property which might revert to private ownership.

### **APPLICATION PROCESS**

Applications must be submitted by the posted deadline (February 15<sup>th</sup>) through the Foundation's online grant portal: <https://www.pgcf.ca>

When the intake has closed, the Grant Committee will carefully review all applications and make award recommendations to the Foundation's Board of Directors. The Board of Directors then makes the final decisions on grant awards.

Applicants will be contacted regardless of whether funding was awarded and can expect to receive their funding decision by the end of March.

### **SUCCESSFUL APPLICANTS**

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

Spending of granted funds can begin upon approval, and the project must be completed within 12 months of the start date declared on the application.

Final reports are due within 3 months of the project completion date.

### **QUESTIONS**

Any questions may be directed to [info@pgcf.ca](mailto:info@pgcf.ca).