

Applicant Guide

Community Foundation for Kingston & Area
Spring 2022 Community Grants Program

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Overview

The Community Foundation for Kingston & Area (CFKA) provides grants to support charitable organizations and other qualified donees within Kingston & Area. Through the annual earnings in our pooled Community Fund, Smart & Caring Community Funds, and over 50 individual endowment funds established by generous donors, CFKA granted over \$1 million in 2021, with almost half of that allocated to local projects through the Community Grants Program.

Twice a year, CFKA invites registered charities and other qualified donees to apply for a grant under the Community Grants Program. As a “360-degree grant provider”, we strengthen our community by granting across all sectors of need encompassed by our Fields of Interest, namely:

- Arts & Culture
- Children’s Mental Health
- Community Development
- Education & Literacy
- Environment
- Health & Social Services
- Heritage Preservation
- Recreation
- Youth

Spring 2022 Community Grants Program

We strongly encourage applicants to review this updated Applicant Guide before completing the application.

We acknowledge the shifting environment facing many charities as they support their communities in recovering from the pandemic. To assist charities during this period of recovery and rebuilding, CFKA will continue to accept applications for Emergency Operational Support to help charities deliver existing projects, programs, or initiatives.

This year, we refreshed our Smart & Caring Community Priority areas. Using clearer, more concise, and descriptive language, we are reaffirming our commitment to respond quickly to existing and emerging community needs. The current Smart & Caring Community Priority areas are to:

- **Build resilience in individuals, families, and communities**
- **Increase belonging and wellbeing within our community**

Please visit our [website](#) to learn more about our Smart & Caring Community Priority areas. While CFKA continues to provide grants to all Fields of Interest (e.g. Environment, Heritage Preservation, Recreation, etc.) preference may be given to projects that align with the Smart & Caring Community Priority areas.

For any further questions, please contact:

Yu Jier Kou
Grants Coordinator
grants@cfka.org
613.546.9696

Eligibility Criteria

Eligible Organizations

CFKA is unable to accept applications from individuals and for-profit organizations.

Applicant organizations must be a qualified donee, defined by the Canada Revenue Agency (CRA). Qualified donees include registered charities, registered municipal or public body performing a function of government in Canada, registered Canadian municipality, etc. For a full list of which organizations are considered to be a qualified donee, please visit [CRA's website](#).

or

Not-for-profit applicant organizations must be formally partnered with an organization that is a qualified donee such as a registered charity or municipality. Include a signed and completed [Confirmation of Partnership Agreement Form](#) and a list of your local board and committee members with the application.

If the applicant organization is located outside of CFKA's [geographical catchment area](#), the organization must describe their local presence such as through a local board, committee, or office/branch/chapter, and how the funds will be spent within Kingston & Area on the application forms.

Even if the applicant organization is **presently** carrying out a project funded by CFKA, they are still eligible to apply for the Spring 2022 Community Grants Program. Applicant organizations must have submitted a final report for **completed** projects within 30 days and cannot have any outstanding final reports.

Eligible Projects

Project activities must occur between April 1, 2022, to March 31, 2023. The start and end date on the application form must reflect this.

All projects must:

- Have a well-defined purpose
- Clearly explain and demonstrate financial need
- Meet the [eligibility criteria](#) that applies to all CFKA's granting programs

All New, Enhanced, or Expanded projects must take place within one year of receiving the grant.

For the Spring 2022 Community Grants Program, applicant organizations may apply for a one-time Emergency Operational Support grant for program delivery during the COVID-19 pandemic for an existing project, program, or initiative. The applicant organization must clearly explain how the pandemic has impacted their ability to deliver their project or program. This grant is limited to a maximum of 20% of the annual cost, to a maximum of \$15,000 per organization. The funds must be used within one year of receiving the grant.

All projects must support communities defined by CFKA's geographical catchment area:

- City of Kingston
- Loyalist Township

- Township of Central Frontenac
- Township of North Frontenac
- Township of South Frontenac
- Cataraqui Watershed – For environmental projects only (environmental projects may also be considered under any of the above geographical areas)
- Lennox & Addington County – For children’s mental health projects only (children’s mental health projects may also be considered under any of the above geographical areas)

Field of Interest

The Community Grants Program is CFKA’s broadest granting program and supports organizations within Kingston & Area as a 360-degree grant provider. We are proud to provide grants to **all sectors of need** defined by our Fields of Interest, namely:

- Arts & Culture
- Children’s Mental Health
- Community Development
- Education & Literacy
- Environment
- Health & Social Services
- Heritage Preservation
- Recreation
- Youth

Smart & Caring Community Priority Areas

In 2017, a flexible and unrestricted Smart & Caring Community Fund was established by generous donors that allows CFKA to quickly react to existing and emerging community needs. This year, the Smart & Caring Community Priority areas have been refreshed to update the language and reflect current community priorities. CFKA continues to provide grants to all Fields of Interest however preference may be given to projects that align with the Smart & Caring Community Priority areas.

The current Smart & Caring Community Priorities are to:

Build resilience in individuals, families, and communities by supporting initiatives such as those that:

- Promote strong early childhood development (prenatal to 6)
- Support youth in achieving success in education, employment, and life pursuits
- Address mental health and substance use
- Increase food security
- Assist local charities to adapt to and recover from the pandemic

Increase belonging and wellbeing within our community by supporting initiatives such as those that:

- Strengthen social connection and engagement to reduce loneliness and isolation
- Foster community connection and cohesion by recognizing and celebrating diversity
- Support the Truth and Reconciliation process
- Connect and welcome newcomers to our community and help them access services to thrive in their new home
- Amplify voices and participation of equity-deserving groups and commit to continuous learning and action surrounding anti-racism, equity, diversity, and inclusion through policies and practices.

Eligible Expenses

All expense items must be related to the project defined in the application. The expenses must be incurred between April 1, 2022, and March 31, 2023. Eligible expenditures will vary depending on the project.

Possible expenditures include:

- Wages and employment-related costs for staff
- Fees for professional service
- Materials and supplies
- Printing and communication costs
- Transportation costs
- Pro-rated portion of utilities, insurance, etc.
- Rental of premises
- Translation and interpretation services
- Lease, purchase, and maintenance of equipment
- Professional development for staff and/or board

We welcome applications that support a living wage for employees. Providing a living wage of \$17.75 per hour can increase the quality of life for employees and provide them with financial stability. Providing a living wage may benefit project implementation by improving productivity and morale while reducing staff turnover.

Ineligible project and expenditures include:

- Profit generating projects or activities
- Purchase of real property (land or building)
- Expenses incurred **prior** to April 1, 2022, or **after** March 31, 2023
- To cover deficits or retire debts
- To provide endowment funds
- For sectarian, religious, or political purposes, and activities
- Annual fund drives or to replace fundraising deficits

Types of Application Forms

There are two separate applications forms and one budget form for the Spring 2022 Community Grants Round. Ensure the most appropriate application form is submitted. If you are unclear which application form to use, please contact the Grants Coordinator. All applications must include a **Budget Form**.

If the applicant organization is requesting a grant for equipment expenditures only, use the shorter [Equipment Application Form](#).

If the applicant organization is requesting a grant for a New, Enhanced, or Expanded Project **or** for Emergency Operational Support for program delivery during the COVID-19 pandemic for an existing project, program, or initiative, use the [Project or Emergency Operational Support Application Form](#).

Request	Type of Application Form
Equipment only	Equipment Only Application Form
Support for new, enhanced, or expanded projects (the typical CFKA grant application)	Project or Emergency Operational Support Application Form – Complete Section 3 but do not complete Section 4
Support for an existing project, program, or initiative	Project or Emergency Operational Support Application Form – Complete Section 4 but do not complete Section 3

Equipment Only

The process to apply for equipment expenditures only is straightforward. This grant is for equipment purchases required to meet changing needs or to adapt to new ways of working (e.g. equipment, and/or renovations to meet changing technology health and safety, and service delivery requirements).

If equipment purchases are a part of a larger project, please complete the **Project or Emergency Operational Support Application Form** instead and include the purchase of equipment in the **Budget Form**.

New, Enhanced, or Expanded Projects

This is the typical CFKA grant application. Projects under this category include:

- Pilot projects
- Expansion of an existing project to a new demographic
- Addition of a new feature to an existing project
- Delivering an existing project to new individuals but same demographic

Emergency Operational Support

CFKA recognizes the changing environment many charities are surrounded by and the disruptions to their operations and service delivery during the COVID-19 pandemic. Revenue generated through donations, fundraising efforts, and program fees have been greatly reduced and unexpected expenses have increased. During the pandemic, the CFKA is accepting grant applications for Emergency Operational Support to help charities continue to deliver existing projects, programs, or initiatives. Providing operational support is one way we hope to help charities in their recovery efforts by helping with stabilization, capacity building, and building resiliency during the COVID-19 pandemic.

Charities are only allowed to apply to the Emergency Operational Support stream once per granting round (i.e., twice a year). **Only registered charities may apply under this stream and Partnership Agreements will not be accepted.** These grants are limited up to 20% of the annual program costs, to a maximum of \$15,000 per charity. See the chart below for details.

Annual Program Budget	Percentage Applied	Maximum Amount to be Granted
\$10,000	20%	\$2,000
\$50,000	20%	\$10,000
\$75,000 or more	Not applicable	\$15,000

Additional Documentation

Budget Form

Complete and attach the provided [Budget Form](#). Providing the dollar amount for each in-kind item is optional but encouraged. This provides additional depth and context for Grant Reviewers.

On the Budget Form, there are suggestions and tips from *Column O to Column S* that correspond to each section. Use the extra sheet, included in the Excel document, if more space is required.

Provide two quotes for any single items over \$499. When possible, we encourage applicants to choose local supplies and vendors for their projects.

Assessing Financial Health

The financial health of all applicant organizations will be assessed as a part of the grant application process. All applicants are required to submit their most up to date audited or unaudited financial statement with their application. If the applicant organization does not have a financial statement, they can provide one or more of the following:

- Bank statements
- Balance sheets
- Income statements

If partnered with a registered charity, submit the financial statements of the applicant organization, not those of the partnering charity.

School Board Letter

All applications involving activities with primary or secondary schools must attach a Letter of Permission from the relevant School Board(s) signed by a Superintendent with their application package.

Supplementary Materials

Applicants have the option of attaching a maximum of two pages of supplementary materials. Examples of optional supplementary materials include:

- Photos
- Stories
- Articles
- Letters of support

Required attachments such as the Budget Form, financial information documents, letters from the School Board, Confirmation of Partnership Agreement Form, and quotes for items over \$499, do not count towards the two pages of supplementary material.

Multiple Applications

As for the number of applications, applicants may:

- Submit only one application for Emergency Operational Support
- Submit multiple applications for Projects (new, enhanced, or expanded) and/or Equipment Only

Sharing of Applications

With permission from the applicant, CFKA may share information about the application with other community funders and donors. This approach strengthens CFKA's ability to find the most appropriate avenue for granting and meet as many granting requests as possible. Both the **Equipment Only Application Form** and the **Project or Emergency Operational Support Application Form** have a field for applicants to give CFKA permission to share information about their application.

Community Partnerships

In the **Project or Emergency Operational Support Application Form**, there is an opportunity to include a description of established and confirmed partnerships for the project. Include in detail, the role community partners will play in the project. Ensure community partners have been consulted and are aware of their involvement in the project.

Strong partnerships with community partners can strengthen applications and demonstrate:

- Collaboration and broader support within the community
- Resources and expertise within the community will be utilized, and services will not be duplicated
- Access to non-traditional funding sources such the donation of in-kind contributions (e.g. the sharing of space)

Additionally, letters of support can be included with the application package as a part of the supplementary materials.

Measuring Impact

Evaluation is a vital component of any project, and a well-defined plan needs to be considered from the beginning.

In **Section 5: Project Impact** of the **Project or Emergency Operational Support Application Form**, applicants must describe how their project will be evaluated and the anticipated impact of the project. Impact can be measured quantitatively and/or qualitatively. Methods of evaluation may include:

- Tracking ticket sale numbers of events
- Tracking the number of participant registrations
- Focus groups
- Surveys/evaluation forms
- Collecting stories and testimonials from participants
- Feedback from partner organizations

Timeline

The Spring 2022 Community Grants Program will open on **December 15, 2021**. Applications must be submitted no later than **February 15, 2022, at 4:30 PM (EST)** for projects that occur between April 1, 2022, and March 31, 2023. Late or incomplete submissions will not be considered.

Applicants will receive a confirmation email that the application has been received within two business days. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with the Grants Coordinator at grants@cfka.org or 613.546.9696 no later than February 17, 2022.**

All applicants will be notified of the outcome of their application in early April 2022. Cheques will be issued to successful grantees by the mid to late April.

Recognition

By recognizing the support of CFKA and its donors, organizations are helping build the spirit of giving within the community while simultaneously promoting their projects and organizations. All grant recipients are required to acknowledge the support of CFKA. Details can be found in the [Grant Recognition document](#). This document will be provided to successful applicants alongside their grant cheque.

Submitting the Application

The application form(s) (available in Microsoft Word) and budget form(s) (available in Microsoft Excel) can be found on [CFKA's website](#). Please submit your application in their original format (i.e., Microsoft Word and Excel). **Be sure to complete all areas in grey.**

Complete and include the checklist attached on the first page of the application form. A copy of the checklist is also in the Appendix.

When possible, submit the application in advance of the deadline. In doing so, the Grants Coordinator may have the opportunity to review the application and notify the applicant if any details are missing. This will allow the applicant to resubmit their completed application package before the deadline.

Ensure that the application is signed by two officers with signing authority to bind the organization. Electronic signatures are acceptable. When the applicant organization is partnered with a qualified donee such as a registered charity or municipality, the Authorization Section must be signed by one officer of the applicant not-for-profit organization with signing authority and one officer from the qualified donee with signing authority.

Applications must be submitted no later than **February 15, 2022, at 4:30 PM (EST)**. Late or incomplete submissions will not be considered.

Submit the application in electronic format only by emailing the completed application package to grants@cfka.org. Paper submissions are no longer required. Include in the Subject Line of the email: **SPRI2022 Community Grants Application**.

Expect to receive a confirmation email from the Grants Coordinator within two business days. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with the Grants Coordinator at grants@cfka.org or 613.546.9696 no later than February 17, 2021, at 4:30 PM (EST).**

For any further questions or if there are any difficulties or challenges at any point during the application process, please contact:

Yu Jier Kou
Grants Coordinator
grants@cfka.org
613.546.9696

Appendix: Checklist

Use this checklist to ensure the application package is complete.

The application package **MUST** include:

- The correct application form
 - Use the **Equipment Only Application Form** for equipment only requests.
 - Use the **Project or Emergency Operational Support Application Form** for new, enhanced, or expanded projects **OR** emergency operational support requests to help charities deliver existing projects, programs, or initiatives during the COVID-19 pandemic
- The budget form
- Recent financial statement (audited or unaudited) of the applicant organization. If the organization is unable to provide a financial statement, please including one or more of the following:
 - Bank statements
 - Balance sheets
 - Income statements

The application package **MAY** include:

- Letter(s) from the School Board(s) signed by a Superintendent if the project or program involves activities with primary or secondary schools
- Two quotes for single items over \$499 or more
- A partnership agreement if the applicant organization is a not-for-profit organization partnered with a qualified donee
- A list of your local board or committee members if the applicant organization is a not-for-profit organization partnered with a qualified donee
- Up to two pages of **optional** supplementary materials
 - Photos
 - Stories
 - Articles
 - Letters of support

For any questions or if you experience any challenges during the application process, please contact:

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