



**Community Foundation**  
for Kingston & Area

# Applicant Guide

Community Foundation for Kingston & Area

Sisters of Providence of St. Vincent de Paul Community  
Impact Fund

ACEs & Resilience Granting Program

# Table of Contents

<b>Overview</b> .....	3
Sisters of Providence of St. Vincent de Paul Community Impact Fund .....	3
Adverse Childhood Experiences and Resilience .....	3
Eligible Organizations .....	5
Eligible Projects, Programs, or Initiatives .....	5
Priority Areas .....	5
Eligible Expenses.....	7
<b>How to Apply</b> .....	8
<b>Additional Documentation</b> .....	8
Budget Form .....	8
Assessing Financial Health.....	9
School Board Letter .....	9
Supplementary Materials.....	9
<b>Sharing of Applications</b> .....	9
<b>Community Partnerships</b> .....	10
<b>Measuring Impact</b> .....	10
<b>Timeline</b> .....	10
<b>Recognition</b> .....	11
<b>Submitting the Application</b> .....	11

## 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 \$1.7 million in 2022.

### Sisters of Providence of St. Vincent de Paul Community Impact Fund

The Sisters of Providence of St. Vincent de Paul's guiding vision is to bring about a world where the vulnerable experience compassion, justice and peace. They are engaged in numerous works in the local Kingston & Area community and elsewhere which seek to empower others, especially the poor and oppressed, to achieve a quality of life in keeping with their human dignity.

The Sisters made a generous gift to the Community Foundation for Kingston & Area in 2021 to establish the *Sisters of Providence of St. Vincent de Paul Community Impact Fund* with these charitable goals in mind.

The goal of the Fund is to achieve transformative, sustainable, systems-level change in two issue areas:

1. Help prevent Adverse Childhood Experiences (ACEs), mitigate the impacts of ACEs, and build resiliency generally in children, families, and our community at large; and
2. Reduce older adults' social isolation, and foster connection and belonging for older adults generally.

### Adverse Childhood Experiences and Resilience

Adverse Childhood Experiences (ACEs) are negative, stressful, traumatizing events that a person experiences before the age of 18 and are associated with life-long physical and mental health risks.

The landmark ACE study, conducted by the Centers for Disease Control and Prevention and the Kaiser Permanente Health Maintenance Organization between 1995 and 1997 identified 10 specific areas of childhood adversity that affect future health. These included:

#### Abuse

- Physical
- Emotional
- Sexual

#### Neglect

- Physical
- Emotional

#### Household Dysfunction

- Mental illness
- Incarcerated relative
- Mother treated violently

- Substance use
- Divorce

The list of ACEs is evolving, and other types of childhood trauma have been added including:

- Bullying
- Community violence
- Lack of neighbourhood safety
- Racism
- Living in foster care

The higher the person's score, the greater the risks of future health and behavioural issues. Analysis of Canadian data from the 2012 Canadian Community Health Survey – Mental Health confirms the findings of the landmark ACEs study.

The negative effects on health and wellbeing associated with ACEs are predictable; if they are predictable, they are preventable.

Resilience is built over time in individuals and communities as positive experiences (protective factors) counter negative experiences (risk factors). Healthy relationships with adults help to build resilience in children, and positive experiences can help mitigate the effects of early toxic stress. The presence of at least one safe, stable, nurturing adult can dramatically reduce long-term health and emotional effects of ACEs on children. Parents, caregivers and community members who are well-supported and able to access the services and resources they need are better equipped to create healthy relationships with the children in their lives and to build resiliency themselves.

As a community, we can focus on supporting families to build on their capabilities and foster protective factors in order to increase positive outcomes for children and youth.

**We are listening and learning from our community.**

We hope you are as excited for the potential of work in this area as we are. Let us know if you have any questions or comments by contacting [arcpm@cfka.org](mailto:arcpm@cfka.org).

Thank you for all you do to support building a more resilient and vibrant community.

Community Foundation for Kingston & Area

[arcpm@cfka.org](mailto:arcpm@cfka.org)

613.546.9696x107

# 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 organizations must be formally partnered with an applicant 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.

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

## Eligible Projects, Programs, or Initiatives

**Project proposals will be accepted on an ongoing basis.**

All projects, programs, or initiatives 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 projects must support communities in the KFL&A geographical catchment area:

- City of Kingston
- Townships of Central Frontenac, North Frontenac, South Frontenac, and Frontenac Islands
- Town of Greater Napanee
- Townships of Addington Highlands, Loyalist, and Stone Mills

## Priority Areas

The Sisters of Providence Care of St. Vincent de Paul Community Impact fund prioritizes high-impact, local initiatives comprising programs to achieve transformative, sustainable, systems-level change.

Applications that address ACEs, focus on prevention and look to embed 'resiliency' in in our community are encouraged. Applications should demonstrate a commitment to a consultative, collaborative, and inclusive

process from program planning through to implementation, engaging diverse individuals and sectors for maximum community impact, and be developed in the spirit of reconciliation.

The following examples of strategies and approaches to help prevent and mitigate the effects of ACEs and build resilience were developed by the Centers for Disease Control and Prevention.<sup>1</sup>

Strategy	Approach
<b>Strengthen economic supports to families</b>	<ul style="list-style-type: none"> <li>• Strengthening household financial security</li> <li>• Family-friendly work policies</li> </ul>
<b>Promote social norms that protect against violence and adversity</b>	<ul style="list-style-type: none"> <li>• Public education campaigns</li> <li>• Legislative approaches to reduce corporal punishment</li> <li>• Bystander approaches</li> <li>• Men and boys as allies in prevention</li> </ul>
<b>Ensure a strong start for children</b>	<ul style="list-style-type: none"> <li>• Early childhood home visitation</li> <li>• High-quality child care</li> <li>• Preschool enrichment with family engagement</li> </ul>
<b>Teach skills</b>	<ul style="list-style-type: none"> <li>• Social-emotional learning</li> <li>• Safe dating and healthy relationship skill programs</li> <li>• Parenting skills and family relationship approaches</li> </ul>
<b>Connect youth to caring adults and activities</b>	<ul style="list-style-type: none"> <li>• Mentoring programs</li> <li>• After-school programs</li> </ul>
<b>Intervene to lessen immediate and long-term harms</b>	<ul style="list-style-type: none"> <li>• Enhanced primary care</li> <li>• Victim-centered services</li> <li>• Treatment to lessen the harms of ACEs</li> <li>• Treatment to prevent problem behavior and future involvement in violence</li> <li>• Family-centered treatment for substance use disorders</li> </ul>

Raising awareness of ACEs can help:

- Change how people think about the causes of ACEs and who could help prevent them.
- Shift the focus from individual responsibility to community solutions.
- Reduce stigma around seeking help with parenting challenges or substance misuse, depression, or suicidal thoughts
- Promote safe, stable, nurturing relationships and environments where children live, learn and play.

Let's help all children reach their full potential and create neighbourhoods, communities, and a world where every child thrives.

<sup>1</sup> <https://www.cdc.gov/violenceprevention/aces/fastfact.html>

Funds may be used for New, Enhanced, or Expanded projects.

### **New Project**

A new project may consist of developing an idea that your organization plans to pilot or launching a new program.

### **Enhanced Project**

Enhancing a project may involve striving for different or improved outcomes to a project that has been delivered by your organization or elsewhere in order to increase its impact.

### **Expanded Project**

You may expand an existing project that is already making an impact by delivering it to new individuals or groups, or in a new location.

## **Eligible Expenses**

All expense items must be related to the use defined in the application. 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 \$19.05 per hour can increase the quality of life for employees and support 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 the start of the project or **after** its completion
- 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

## How to Apply

Before completing an application, all applicants must submit an Expression of Intent. Please contact [arcpm@cfka.org](mailto:arcpm@cfka.org) to request the Expression of Intent template.

The Expression of Intent is a first step in the funding application process and will be followed by a meeting with staff of the Community Foundation for Kingston & Area. The Foundation aims to work with applicants in a partnership for success, and staff may have feedback and suggestions to strengthen your Expression of Intent. Your Expression of Intent will then be reviewed by the ACEs & Resilience Coalition of KFL&A (ARC)'s Steering Committee, who will provide feedback that can be incorporated in your proposal before you submit your application. We look forward to collaborating on this important work.

Once you have received feedback on your Expression of Intent and are ready to proceed, please complete the application through our online [application portal](#).

Instructions on how to log in, create an account, and register your organization can be found [here](#).

Please contact the Community Foundation at [arcpm@cfka.org](mailto:arcpm@cfka.org) at any point in process to schedule a conversation about this opportunity, or if you require any assistance with the application process.

## Additional Documentation

**Ensure all additional documents are uploaded in the Attachment Section of the application.** Contact the Community Foundation at [arcpm@cfka.org](mailto:arcpm@cfka.org) if you require any assistance with uploading documents.

### 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 merged into one document for any single items over \$499. When possible, we encourage applicants to choose local suppliers and vendors.



## 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 (preferred) 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 qualified donee (e.g. registered charity), submit the financial statements of the applicant organization, not those of the partnering non-profit agency.

## 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 individual items over \$500 or over, do not count towards the two pages of supplementary material.

# 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. There is a field on the application for applicants to give CFKA permission to share information about their application.

## Community Partnerships

There is an opportunity in the application 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 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. Projects funded through the Sisters of Providence of St Vincent de Paul Community Impact Fund are expected to participate in evaluation activities with the Community Foundation for Kingston and Area, in addition to providing their own detailed evaluation plan.

Applicants must describe how their project will be evaluated and the anticipated impact of their project. Impact can be measured quantitatively and/or qualitatively.

Methods of evaluation may include:

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

## Timeline

Applications to the Sisters of Providence of St. Vincent de Paul Community Impact Fund will be accepted on an ongoing basis.

Applicants will receive a confirmation email that the application has been received within one week of applying. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with the Community Foundation at [arcpm@cfka.org](mailto:arcpm@cfka.org) or 613.546.9696.**

## 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

Once your Expression of Intent has been reviewed and you are ready proceed, please complete the application, available through the [application portal](#). Complete all mandatory fields.

Ensure that the application is signed by two officers with signing authority to bind the organization(s). Electronic signatures are acceptable. When a not-for-profit 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 not-for-profit organization with signing authority and one officer from the qualified donee with signing authority.

Multiple users can access and work on the application simultaneously. This **Collaborate Feature** can be found on the upper right corner of the application. This feature can be used to allow two officers to sign the application and/or to allow two partner organizations to complete the application. For further instructions on how to use the **Collaborate Feature**, visit [here](#).

Expect to receive a confirmation email from CFKA within one week of applying. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with CFKA at [arcpm@cfka.org](mailto:arcpm@cfka.org) or 613.546.9696x107.**

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

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613.546.9696x107

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