



# Applicant Guide

Community Foundation for Kingston & Area

Community Grants Program | Spring 2024

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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. CFKA granted over \$1 million to 79 projects in 2022 through our Community Grants program.

Twice a year, CFKA invites registered charities and other qualified donees to apply for a grant under the Community Grants Program. 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

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

**If you did not apply in the Spring or Fall 2023 rounds, please note the following update:**

**CFKA has undergone a digital transformation and applications are now accepted on our new grants management system, Grants Lifecycle Manager.**

As of Spring 2023, our application process is now completed online through our new grants management system, Grants Lifecycle Manager, by Foundant Technologies. This change was made to modernize our application process in order to reduce the burden for community partners applying. Please be patient with us as we continue to learn the quirks and processes of the new system, and feel free to connect with us if you experience any difficulties.

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

We hope you are as excited for these initiatives as we are. Let us know if you have any questions or comments by contacting Alyce Soulodre (she/her), Grants Officer, at [grants@cfka.org](mailto:grants@cfka.org) or 613-546-9696, ext. 105.

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

Community Foundation for Kingston & Area  
Alyce Soulodre (she/her)  
Grants Officer  
[grants@cfka.org](mailto:grants@cfka.org)  
613-546-9696, ext. 105

## 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.

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, office, branch, or chapter, and how the funds will be spent within Kingston & Area on the application.

Even if the applicant organization is **presently** carrying out a project funded by CFKA, they are still eligible to apply for the Fall 2023 Community Grants Program. Applicant organizations must have submitted a final report for **completed** projects within 30 days and cannot have any outstanding final reports.

### Grant Caps and Funding Ranges

Operations grants are capped at \$16,000

For other grants, we recommend applying for no more than \$25,000. In the past two years, the median amount granted out per proposal has been approximately \$11,000-12,000, although projects have ranged from \$750-36,000.

### Eligible Projects, Programs, or Initiatives

**Project activities must occur between April 1, 2024, to March 31, 2025. The start and end date on the application must reflect this.**

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 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

## Funding Priorities

CFKA continues to provide grants to all Fields of Interest however **preference may be given to projects that align with the following funding priorities.**

**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 use defined in the application. The expenses must be incurred between April 1, 2024, and March 31, 2025. 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 \$20.60 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 April 1, 2024, or **after** March 31, 2025
- 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

You can begin the application through our online application portal:

<https://www.grantinterface.ca/Home/Logon?urlkey=cfa>

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

Contact the Community Foundation at [grants@cfka.org](mailto:grants@cfka.org) if you require any assistance with the application process.

## Types of Grants

There are three types of grants you may apply for:

1. Equipment
2. Program Grant
3. Operations Grant

When the applicant selects Grant Type in the application, additional sections will branch out based on which Grant Type is selected.

### Equipment Only Grant

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 select **Program Grant** under Grant Type in the application form and include the equipment cost in the budget form.

### Program Grant

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

### Operations Grant

CFKA recognizes that well run agencies require sufficient overhead. Providing operational support is one way we hope to help agencies with stabilization, capacity building, and sustainability.

Agencies may only receive an **Operations Grant** once per calendar year. These grants are limited to a maximum of **\$16,000 per agency**.

## Additional Documentation

Ensure all additional documents are uploaded in the Attachment Section of the application. Contact the Community Foundation at [grants@cfka.org](mailto:grants@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 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

For **Program Grants** and **Operations Grants**, 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 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.

For **Program Grants** and **Operations Grants**, 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 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

## Timeline

The Spring 2024 Community Grants Program will open on **Tuesday, February 6, 2024**. Applications must be submitted no later than **Friday, March 15, 2024, at 4:30pm (EST)** for projects that occur between April 1, 2024 and March 31, 2025. Late or incomplete submissions will not be considered.



Applicants will receive a confirmation email that the application has been received within one business day. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with the Foundation at [grants@cfka.org](mailto:grants@cfka.org) or 613-546-9696 no later than March 17, 2024, at 4:30 PM (EST).**

Applicants will be notified of the outcome of their application in May 2024.

## 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 is available through the application portal, here:

<https://www.grantinterface.ca/Home/Logon?urlkey=cfka>. Please complete all mandatory fields.

Applications must be submitted no later than **Friday, March 15, 2024, at 4:30pm (EST)**. Late or incomplete submissions will not be considered. When possible, submit the application in advance of the deadline. In doing so, staff at CFKA 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 before the deadline.

Ensure that the application is signed by two officers with signing authority to bind the organization.

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 business day. **If the applicant does not receive a confirmation email, it is the responsibility of the applicant to follow up with CFKA at [grants@cfka.org](mailto:grants@cfka.org) or 613-546-9696 no later than March 18, 2024, at 4:30pm (EST).**

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

Community Foundation for Kingston & Area

Alyce Soulodre (she/her)

Grants Officer

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

613-546-9696, ext. 105