

The Sarnia Community Foundation is a public foundation operating under the charitable number 119227452 RR0001 and serving the communities that make up Lambton County. Our mission is to enrich local communities by working with donors to establish and maintain endowed funds that generate income and interest to provide grants to charities working in the local area.

Community Impact Grants are made by the Sarnia Community Foundation once per calendar year as part of the charitable objectives governing the Foundation. The granting guidelines are listed here for review prior to completing an application form.

**Please ensure that you read the guidelines and criteria carefully.** Applications that do not fall within the guideline or criteria will not be considered. If you need assistance in determining eligibility, please call the SCF office at 519 332 2588.

In supporting projects, preference will be given to innovative ideas and initiatives which:

- Improve the quality of life for the residents of Sarnia and Lambton County. Quality of life includes all aspects of life: health, education, social services, arts, culture, recreation and the environment
- Emphasize prevention rather than remediation
- Encourage networking and collaboration among organizations
- Demonstrate innovative or interdisciplinary approaches
- Develop local leadership capacity and strengthen the community's capacity to care for itself
- Reflect diversity and inclusivity
- Provide leveraging possibilities to address critical community needs

**Community Impact Grants are awarded for definite purposes and should generally fall within the project period of July 1, 2018 to June 30, 2019.** Pilot or demonstration projects must include provision for evaluation and a realistic plan for financial viability beyond the pilot stage to be considered for funding

To be eligible to receive a grant, organizations must:

- Be a qualified donee as determined by the Canada Revenue Agency. Generally, that means your organization is a charitable organization, amateur athletic association or municipality registered with the Government of Canada.
- Be in operation at least one full year prior to application.
- Provide services that directly benefit the citizens of Lambton County
- Receive volunteer support from the community
- Submit all the requested information with the application

The following are NOT eligible for grants from the community grants programme:

- Annual Fund drives
- Travel costs
- Building campaigns
- Debt reduction
- Institutions' statutory programs
- Direct religious activities
- Projects, programs or expenses that will be completed or incurred before the grant decision takes place
- Political activities
- Endowment funds
- Core operating expenses or equipment

**Note for Not-for-Profits:** Not-for-profits that are not registered charities can apply for grants if they apply together with a qualified donee acting as an intermediary. SCF must receive a copy of the board resolution defining and accepting the intermediary relationship with the application. In such cases, if the application is successful, the Foundation issues the grant cheque to the qualified donee which, in turn, agrees to provide funding for the not-for-profit organization for a specific task or program.

## **Application and Grant Process:**

1. All applicants are required to complete the grant application form and include all the required documents as listed. Applicants are required to submit **12 copies** of the application form. This ensures that every member of the community grants team has information directly submitted by the applicant.
2. An email or letter acknowledging the receipt of the completed application will be sent.
3. All applications that include the requested material and that meet the guidelines as outlined above are sent to the community grants review team for their review. The committee meets in person within one month of the application deadline for the first review of the applications.
4. The review team may opt to select projects at the first meeting or may request further information. A meeting with the SCF directors, grants review team or staff may be required should the review team require more information about the application, the project or the organization.
5. After completing their review of the applications, the grants review team makes a recommendation of grant recipients to the SCF Board of Directors for approval. Any recommendation requires a majority vote of approval by the Grants committee.
6. The Board of Directors makes the final decisions regarding funding based upon the committee's recommendations and the funds available.
7. Contact regarding the status of the application will be made following the SCF Board's approval of grant recipients. **This can be up to 4 months** following the closing date for applications.
8. Successful applicants are notified by letter which will include an agreement setting out terms and conditions of the grant to be signed and returned to the Foundation before funds are released. A follow up report is required within six months.
9. Those applicants that are declined are informed in writing. The decision of the Board is final.
10. Applicants chosen to receive a grant must:
  - Provide any documentation required by the Foundation to prove the grant funds were allocated to the project applied for (e.g. receipts, minutes, bank statement etc.)
  - Be available for photos, interviews or any other promotional activities as arranged by the Foundation (e.g. banquets, award ceremonies, media interviews, etc.)
  - Publicize the grant by including the Foundation logo in all media material related to the project or programme funded
  - Provide the Foundation with a follow up report in a timely fashion
  - Acknowledge the Foundation as a funder during the fiscal year in which they receive the grant

By signing the application, the applicant agrees to comply with the expectations of grant recipients detailed in the application and gives SCF permission to publish grant and agency information related to the grant.

Grant applications, which are not approved, will remain confidential.

**12 copies** of your application and one copy of any supporting documents must be received by the deadline at the Foundation office:

**Sarnia Community Foundation, 110-560 Exmouth Street, Sarnia ON N7T 5P5**

**DEADLINE: 4:00 pm Friday, April 30<sup>th</sup>, 2018**

The Grant Review Team will not consider an application received after the deadlines.

It is NOT necessary to package the application in folders or bind the copies. Double sided single stapled copies are preferred. Only the application and the supporting documents requested will be considered in the process.

For further information, please contact the Foundation  
Phone: 519 332 2588 E-mail: [office@sarniacommunityfoundation.ca](mailto:office@sarniacommunityfoundation.ca)

**Please note:**

**The Sarnia Community Foundation has a privacy policy that protects personal information. Any personal information requested or received as a result of this application will only be used to assist with the assessment of the grant application. One copy of the application form and supporting documents will be kept for audit purposes for a period of up to seven years. All other information submitted will be destroyed**