

Windsor Essex Community Foundation

GRANT PROGRAMS APPLICANT GUIDE



The WindsorEssex Community Foundation (WECF) is a charitable organization dedicated to improving communities across Windsor-Essex County through collaboration, strategic leadership, and innovative solutions to charitable giving. For 40 years, we have worked to improve the quality of life for residents of Windsor-Essex County and to create and support opportunities for prosperity.

Through grant making activities, the WECF has invested over \$12 million in the community in support of programs and initiatives that make our community a better place to live, work, play, learn and grow. Our grant programs are vital to helping organizations and groups achieve their goals of filling a gap in our community by addressing important community needs. By providing funding to community projects and programs, the WindsorEssex Community Foundation inspires leadership, community collaboration, and innovation. Based on needs outlined in our annual Vital Signs survey, the Community Foundation aims to fund programs that fall within our granting areas of interest and answer community needs.

The WindsorEssex Community Foundation strictly abides by the guidelines and policies outlined by Community Foundations of Canada (<http://communityfoundations.ca/>) and the Canada Revenue Agency (<http://www.cra-arc.gc.ca/charitiesandgiving/>) with respect to grant-making practices. It is imperative that you read this guide before applying to the any of our grant programs.

If you have any questions please contact the WECF office:

WindsorEssex Community Foundation
519-255-6572
info@wecf.ca

Our Vision

Inspiring philanthropy to benefit our community today and forever

Our Mission

To build a better Windsor-Essex Community by attracting and managing legacy funds, making grants to support community programs, and bringing partners together.

Community Impact Grant Program

The Community Impact Grant (CIG) Program is an annual grant program offered through the WindsorEssex Community Foundation. Community Impact Grants provide up to \$15,000.00 in funding for projects or programs that create partnerships, tackle important issues, and those that will make a lasting impact in the Windsor-Essex region.

1.0 Community Impact Grant Program Timeline

The Community Impact Grant application round is open annually from July to September. We do not accept CIG applications that are submitted outside this timeframe.

Upon submitting your application, you may be contacted by the WindsorEssex Community Foundation to confirm receipt of the application or to answer follow-up questions. It is your responsibility to ensure all required documents have been included with your application, and that the application and supporting budget form are completed accurately. It is your responsibility to confirm if the Foundation has received your application. The WECF is not responsible for applications that we do not receive.

At the closing of the application window, the received applications will be reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required. Applications that meet the requirements are then forwarded to the Review Committee. The Review Committee, consisting of a diverse group of WECF board members and community members, meets and makes recommendations. These recommendations are then forwarded to the Audit & Finance Committee and then to the Board of Directors for final approval.

By late October/early November, all applicants will be notified of the status of their application. Successful applicants will be invited to attend the WindsorEssex Community Foundation's Annual Meeting and Grant Award Ceremony held at the end of November.

Community Impact Grant Program

1.1 Eligibility

Before applying to the Community Impact Grant Program, ensure your organization and project are eligible for funding. Please review the eligibility guidelines below:

1. You must either be
 - (1) a registered charity,
 - (2) a registered amateur athletic association, or
 - (3) a municipality.

If you are not listed as one of these, you must have an eligible party act as an intermediary on your behalf (see intermediary organizations for more information on pg. 12).

****Please note that a registered charity and a non-profit are not the same thing. A registered charity has a registration number in the following format: 890653595 RR0001.***

2. Individuals and “for-profit” organizations/businesses, and social enterprises are not eligible to apply to any of our grant programs.
3. Your organization must either be based in Windsor or Essex County, or be implementing the proposed project in the Windsor-Essex region. We will not accept applications that fund services offered in outside communities. We will accept applications from organizations outside the Windsor-Essex region if the proposed project is based in Windsor-Essex or services Windsor-Essex populations.
4. Organizations who received a Community Impact Grant in the last grant round are not eligible to apply for a Community Impact Grant in the subsequent year.
5. Organizations that have not fulfilled the terms of a previous grant are not eligible to apply. This includes not submitting a signed grant agreement, not submitting a final report for your project, or not fulfilling terms outlined in an approved grant application.
6. Projects that support sectarian, religious, or political purposes are not eligible for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community

Community Impact Grant Program

1.2 Completing an Application

The Community Impact Grant application is to be completed and submitted online. Please follow instruction on our website on how to fill out the application. The application deadline is the end of September.

1.3 Reporting

A final report form must be completed and submitted to the WECF no later than six months after the completion of your project. The final report should include an impact story and pictures. Throughout the duration of the project, you must provide the WECF with updates on the status of your project as it develops. The WECF will assist with promotion of your project and any associated events. The final report is to be completed and submitted online. Please follow instructions on our website.

1.4 What Types of Projects Does the WECF Fund

Projects that ...

1. Address local needs;
2. Fill a gap or meet a need important to the community;
3. Use local leadership and expertise;
4. Involve collaboration and partnerships in the community to reduce duplication of services;
5. Support capacity building to strengthen the organization and help to fulfill their mission;
6. Build on existing community strengths and assets;
7. Respond to clearly identified needs;
8. Make a significant and lasting impact on our community;
9. Benefit a wide audience;
10. Use resources effectively and efficiently;
11. Demonstrate innovation and creativity;
12. Demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas.

Community Impact Grant Program

1.5 What Types of Projects Does the WECF NOT Fund

Projects that ...

1. Benefit individuals or for-profit organizations;
2. Seek to fund deficits or the retirement of debts;
3. Maintain existing operations;
4. Include expenses incurred prior to the WECF's decision date;
5. Contribute to the annual fund drives, endowments, or fundraising events and activities;
6. Do not demonstrate a connection to the community;
7. Pay for guest speakers at events;
8. Request funding to support other organizations (ie: Organization A requests funding from the WECF to support Organization B's project);
9. Are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
10. Are multi-year

Fast-Track Grant Program

The Fast-Track Grant Program provides up to \$1,000 in funding. Applicants for this grant program are those that are dealing with an emergent situation. For example, applicants applying for funding through this program are those that require funds quickly to cover unexpected expenses that are preventing operations, or the organization has an opportunity with limited notice.

2.0 Fast-Track Grant Program Timeline

The WindsorEssex Community Foundation opens the Fast-Track Grant Program annually. If you have a request that fits the guidelines of the Fast-Track Grant Program, we encourage you to forward your request in writing to our office by e-mail and outline the date when funds are needed.

Upon submitting your application, you may be contacted by the WindsorEssex Community Foundation to confirm receipt of the application or to answer follow-up questions. It is your responsibility to ensure all required documents have been included with your application, and that the application and supporting budget form are completed accurately. It is your responsibility to confirm if we have received your application. The WECF is not responsible for applications that we do not receive.

The application will be reviewed by the Foundation staff and a Review Committee. The WECF will notify the organization if its proposal was successful or not. Although the WECF takes every possible measure to administer funding to successful applicants as quickly as possible, this entire process can take anywhere from two weeks to three months. It is best to submit your project proposal as soon as possible to ensure the WECF has enough time to review your request. When submitting your proposal please specify when the funds are needed.

Fast-Track Grant Program

2.1 Eligibility

Before applying to the Fast-Track Grant Program, ensure your organization and project are eligible for funding. Please review the eligibility guidelines below:

1. You must either be
 - (1) a registered charity,
 - (2) a registered amateur athletic association, or
 - (3) a municipality.

If you are not listed as one of these, you must have an eligible party act as an intermediary on your behalf (see intermediary organizations for more information on pg. 12).

****Please note that a registered charity and a non-profit are not the same thing. A registered charity has a registration number in the following format: 890653595 RR0001.***

2. Individuals and “for-profit” organizations/businesses, and social enterprises are not eligible to apply to any of our grant programs.
3. Your organization must either be based in Windsor or Essex County, or be implementing the proposed project in the Windsor-Essex region. We will not accept applications that fund services offered in outside communities. We will accept applications from organizations outside the Windsor-Essex region if the proposed project is based in Windsor-Essex or services Windsor-Essex populations.
4. Organizations who received a Fast-Track Grant within the past 24 months are not eligible to apply.
5. Organizations that have not fulfilled the terms of a previous grant are not eligible to apply. This includes not submitting a signed grant agreement, not submitting a final report for your project, or not fulfilling terms outlined in an approved grant application.
6. Projects that support sectarian, religious, or political purposes are not eligible for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community
7. Your organization cannot submit under both the Fast-Track Grant Program and the Community Impact Grant Program for the same project.

Fast-Track Grant Program

2.2 Completing an Application

The Fast-Track Grant application is to be completed and submitted online. Please follow instruction on our website when completing the application.

2.3 Reporting

A final report form must be completed and submitted to the WECF no later than three months after the completion of your project. The final report should include an impact story and pictures. Throughout the duration of the project, you must provide the WECF with updates on the status of your project as it develops. The WECF will assist with promotion of your project and any associated events. The final report is to be completed and submitted online. Please follow instructions on our website.

2.4 What Types of Projects Does the WECF Fund

Projects that ...

1. Address local needs;
2. Fill a gap or meet a need important to the community;
3. Use local leadership and expertise;
4. Involve collaboration and partnerships in the community to reduce duplication of services;
5. Support capacity building to strengthen the organization and help to fulfill their mission;
6. Build on existing community strengths and assets;
7. Respond to clearly identified needs;
8. Make a significant and lasting impact on our community;
9. Benefit a wide audience;
10. Use resources effectively and efficiently;
11. Demonstrate innovation and creativity;
12. Demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas.

Fast-Track Grant Program

2.5 What Types of Projects Does the WECF NOT Fund

Projects that ...

1. Benefit individuals or for-profit organizations;
2. Seek to fund deficits or the retirement of debts;
3. Maintain existing operations;
4. Include expenses incurred prior to the WECF's decision date;
5. Contribute to the annual fund drives, endowments, or fundraising events and activities;
6. Do not demonstrate a connection to the community;
7. Pay for guest speakers at events;
8. Request funding to support other organizations (ie: Organization A requests funding from the WECF to support Organization B's project);
9. Are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
10. Are multi-year

Kid Start Grant Program

The KidStart Grant Program is offered in partnership with the Windsor-Essex Catholic District School Board and the Greater Essex County District School Board. KidStart Grants provide individual elementary-level classes with up to \$500 to use on a project that will have a positive impact on the community outside their school and classroom.

3.0 Kid Start Grant Program Timeline

The KidStart Grant application is open annually in the wintertime. We do not accept KidStart Grants that are submitted outside this timeframe.

In January, the received applications are reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required.

Next, the applications are reviewed by a youth committee, and recommendations are put forth to the WECF staff. The suggestions are then submitted to the WECF Board of Directors and upon approval by the WECF Board of Directors, the successful applicants are notified by the Foundation staff.

Successful applicants will be asked to participate in a cheque presentation involving the students and the WECF staff. A cheque will be issued to each school board in the appropriate amount. Upon receipt of the cheque, the school board is to flow the funding through to each recipient school. The receiving classroom will not directly receive a cheque from the WECF.

3.1 Eligibility

Before applying to the KidStart Grant Program, ensure your organization and project are eligible for funding.

1. You must have obtained approval from school administration, and the application must be signed by either the Vice-Principal or Principal of the school.
2. Projects that support sectarian, religious, or political purposes are not eligible for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community;
3. Your project must serve the Windsor-Essex community. We will not accept applications that fund services offered in outside communities.
4. Schools that have not fulfilled the terms of a previous grant are not eligible to apply.

Kid Start Grant Program

3.2 What Types of Projects Does the WECF Fund

Projects that ...

1. Meet a need identified by the students in the application;
2. Involve all students in the classroom;
3. Be written in the students own words;
4. Demonstrate a strong connection to the community (projects not connecting to the community will not be considered);
5. Have approval from school administration;
6. Go beyond the funding or content of the standard curriculum.

3.3 What Types of Projects Does the WECF Fund

Projects that ...

1. Meet a need identified by the students in the application;
2. Involve all students in the classroom;
3. Be written in the students own words;
4. Demonstrate a strong connection to the community (projects not connecting to the community will not be considered);
5. Have approval from school administration;
6. Go beyond the funding or content of the standard curriculum.
7. Maintain existing operations;
8. Contribute the annual fund drives, endowments, or fundraising events and activities;
9. Do not demonstrate a connection to the community;
10. Pay for guest speakers at events;
11. Request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
12. Are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
13. Are multi-year;
14. Are part of the standard curriculum.

Granting Areas of Interest

The WindsorEssex Community Foundation awards grants for projects that fall within at least one of these seven areas of interest:

- Health and Human Service
- Children and Youth
- Education and Literacy
- Recreation and Sport
- Arts, Heritage, and Culture
- Community Development
- Environment

The WindsorEssex Community Foundation reviews the needs outlined in the annual Vital Signs report and aims to fund projects that fall within these issue areas:

- Food Security
- Health, Wellness and Activity
- Housing
- Belonging and Leadership
- Work
- Environment
- Arts and Culture
- Getting Started
- Getting Around
- Safety
- Learning

Intermediary Organizations

The WECF can only provide grants to registered charities, amateur athletic associations or municipalities. If your organization does not fall within one of these three areas, an intermediary organization must act on your behalf. If your application is successful in receiving a grant, the WECF will issue a cheque to the intermediary, along with a grant agreement. The cheque will be deposited by the intermediary and then they are to flow the funds through to your organization. It is your responsibility to ensure the intermediary provides you with funding. We highly recommend partnering with an organization that you trust.

With your application, you must submit a letter confirming the following information:

1. The letter must be from the intermediary organization and must be presented on its letterhead
2. The letter must be signed by an authorized signer of the intermediary organization;
3. The letter must outline your relationship with the intermediary organization;
4. The letter must outline the agreement between your organization and the intermediary organization to flow the funds through to your organization if the application is successful;
5. The letter must outline support for your organization's submitted project proposal;
6. The letter must outline the intermediary assumes financial responsibility of the funds until they are passed on to the receiving organization.

If you're not sure if your organization is registered with the Canada Revenue Agency please visit <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>. Charitable registration numbers are presented in the following format: 12356 6789 RR0001. If you submit an application without the use of an intermediary and do not provide a charitable registration number, the WECF holds the right to remove your application from review.

Grant Agreements

Grant agreements serve as a receipt of the grant. You will only be sent a grant agreement if your application is successful. Grant agreements are put in place to ensure the WECF's funding is being used in the way outlined in the accepted project proposal. Grant agreements must be signed upon receipt and submitted back to the Foundation office before funding can be granted to your organization.

If you are using an intermediary organization, a separate grant agreement will be sent to that organization and must be signed by an authorized signer at that organization. This grant agreement will confirm the intermediary's commitment to disburse the received funds to your organization. You will not receive funding until both grant agreements have been signed and returned to the Foundation office. If we do not receive a signed grant agreement, the Foundation holds the right to rescind its grant to your organization.

Final Reporting

Project reporting is an integral part of any grant program. It allows the WECF and its donors to understand the extent of the impact the grant made to your organization and the community. For Community Impact Grants and Fast-Track Grants you must submit a final report form. Your organization will not be eligible to receive future funding if you do not submit a completed final report. Your final report must highlight how your organization fulfilled the terms outlined in the approved application. If your organization does not fulfill the terms set out in the approved application, you must submit a formal letter outlining why you did not complete your objectives. If you do not use all the funding that was granted, you are required to submit a formal explanation. If these terms are not fulfilled the Foundation has the right to refuse future funding to your organization. KidStart Grants do not require final report forms, but you must follow up with pictures, videos, or stories on the outcome of the funding.

Acknowledging Funding from the WECF

When you receive a grant from the WindsorEssex Community Foundation (WECF), we ask that you acknowledge the Foundation's support. Awareness of the Foundation is an integral part of our grant process. It raises awareness of your project and the role of the Community Foundation in supporting community initiatives, encouraging others to provide more support and funds for projects like yours. Below is a list of different ways to acknowledge the WECF. We request that at minimum you use five of these mediums to acknowledge the grant.

Logo Placement

You must list the WECF as a funder on all materials relating to the project including, but not limited to, your website, advertisements, social media posts, newsletters, media releases, programs, signage, and PowerPoint presentations. Please find attached a copy of the WECF logo.

Newsletter

Include an article about the grant in your regular print or electronic newsletter.

Media Release

Prepare a media release about the grants you have received. We ask that you send us a copy of the media release for review before sending it out to any news sources and that you include our logo.

Social Networking

Share with your followers and friends the grant your organization has received. Make sure you are following us on Facebook, Twitter, and LinkedIn. Tag us and we will share your posts about the project. This is also an easy way for the WECF to see the progress of your project.

Twitter: @WECFoundation|

Instagram: @WECFoundation

Facebook: @WECFoundation

LinkedIn: WindsorEssex Community Foundation

Event

Host a media event with a cheque presentation, or a public celebration of your project. Please mention the Community Foundation's role in your project and invite the Community Foundation staff and Board of Directors to attend.

Signage

Include the Community Foundation's name and/or logo on any recognition signage you prepare.

Acknowledging Funding from the WECF

Website

Include the Community Foundation's name and/or logo on your website.

Advertising

If it is your usual process to prepare purchased advertisements recognizing contributions of sponsors and funders, please ensure the Community Foundation's name or logo is included.

Promotional Items

If you are purchasing materials to promote your project, please ensure the Community Foundation's logo is included.

Privacy

The WECF makes every reasonable effort to safeguard your information and will never willingly release your organization's data without your consent. Please submit consent forms (found on our website) for individuals featured in any pictures or video updates you send us. If you do not want us to share media you send us, clearly mark it as confidential.

Contacts

Should you have questions pertaining to any of our grant programs please contact the Foundation office:

WindsorEssex Community Foundation
519-255-6572
info@wecf.ca

Windsor Essex Community Foundation

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