

Guidelines for Project Grants

Thank you for your interest in applying for a grant from the Central Okanagan Foundation. Please review the information below **PRIOR** to completing a grant application.

What Areas do We Fund?

The Central Okanagan Foundation supports registered charities within the Central Okanagan including Lake Country, Kelowna, West Kelowna and Peachland in the following areas.

- Arts & Culture
- Heritage & Historical
- The Environment
- Animal Welfare
- Children, Youth & Family
- Education
- Health & Community Services
- Global Initiatives (must have local involvement and / or local benefits)

Key Goals of the Project Grant Program:

- To support new and special initiatives/projects and support the enhancement of current programs.
- To support organizations with sound fiscal management and diversified sources of revenue.

The Grant Application Process:

DEADLINE: 3:30 pm on May 1st and October 1st

Or the closest working day after the 1st, if either of these days falls on a weekend.

Applications received after these deadlines will not be accepted.

NOTIFICATIONS:

All organizations will be notified of the status of their application when Board approval is received, approximately six to eight weeks after the grant application deadline.

Eligibility:

- Requests up to **\$15,000** for up to 12 months
- Funding is available twice in a five year period for the same initiative/project or program enhancement.
- If the organization applying is not a registered charity, an **Intermediary Agency Agreement** with a registered charity, **MUST** be included in the grant application package. For the agreement template, please contact the foundation's granting staff.

Ineligibility:

Requests for the following are deemed to be **INELIGIBLE**:

- An organization's core or operating expenses including an annual event or performance
- Ongoing / annual contractor's fees

- Retroactive funding
- Debt retirement, reserves and mortgage pay-downs
- Activities of a religious organization that primarily serves their membership and / or for direct religious purposes
- School construction, including playground equipment
- Annual fund drives
- Third party funding
- Improvements or additions to land or property which might revert to private ownership
- Funds are not to be used for any (post-secondary) institutional overhead/administration fees.

We encourage applicants to **contact, Director, Grants & Community Initiatives, Cheryl Miller at 250-861-6160** to discuss your application prior to submission.

Some Things You Should Know:

All submitted materials become the property of the Central Okanagan Foundation. By submitting an application, you consent to acknowledge the Central Okanagan Foundation may share information about your application and/or your organization on our website and with media, our staff and donors.

- The previous year's project, initiative or program enhancement must be complete and project evaluation submitted. Evaluation forms can be found at: <https://www.centralokanaganfoundation.org/grants/cof-grants/>
- The Central Okanagan Foundation's constitution states that applications that occur within the present boundaries of School District #23 are given first priority. These boundaries are roughly from Lake Country in the north through to Peachland in the south.
- If the organization applying is not a registered charity (Revenue Canada Registration #), an **Intermediary Agency Agreement** with a registered charity, **MUST** be included in the application package.
- The Central Okanagan Foundation encourages applicants to locate other funding sources.
- Successful applicants are required to submit a project evaluation (project)/progress report (multi-year) to foundation staff by the date indicated on the letter of approval. Neglect of submission by the due date will affect future grant recommendations from the Central Okanagan Foundation.
- 3 quotes are required for purchase of equipment, supplies, consultants, production costs or capital expenditures.