



COMMUNITY
GRANTS

APPLICANT GUIDE

2020/2021





2021 | COMMUNITY GRANTS

OVERVIEW

The Fredericton Community Foundation Community Grants are awarded once per year to qualified donees and support programs, projects or initiatives in the greater Fredericton region. All applications are submitted online through the Foundation's "Foundant" portal. The applicant guide contains all the information that applicants will need to prepare and submit their requests to the Foundation. Should you have any further questions, please don't hesitate to contact us at info@fredfdn.ca or call (506) 454-2262.

About Us:

Since 1956 the Fredericton Community Foundation has been funding good works that enhance and strengthen the quality of life of all citizens in the greater Fredericton region. Each year we support close to 100 organizations right here in our community

We receive monetary donations of all sizes, invest those donations and provide grants to charitable organizations in the community from the income generated by the donations we receive. In this way, your donation has a meaningful impact in the community not just today, but long into the future. For Good, Forever.



Table of Contents

WHO CAN APPLY FOR A GRANT?	3
WHAT IS THE VALUE OF THE GRANT?	3
WHAT PROJECTS ARE ELIGIBLE?	4
WHAT EXPENDITURES ARE ELIGIBLE?	4
WHAT IS THE GEOGRAPHICAL REACH FOR ELIGIBLE PROJECTS?	5
HOW DO I APPLY?	5
HOW DO I CHOOSE A COMMUNITY INVESTMENT AREA?	6
WHAT ARE OUPUTS AND HOW DO I CHOOSE THEM?	7
WHAT IS A COALITION OR PARTNERSHIP PROGRAM?	8
HOW WILL APPLICATIONS BE EVALUATED?	8
WHEN WILL DECISIONS BE MADE?	9
WHAT ARE THE REPORTING REQUIREMENTS?	9
WHAT IF I NEED HELP WITH APPLCIATION?	9
APPLICATION FORM	10



WHO CAN APPLY FOR A GRANT?

The Fredericton Community Foundation supports qualified donees in the greater Fredericton region in the following Community Investment Areas:

- Arts, Culture & Heritage
- Belonging & Engagement
- Environment & Animal Welfare
- Food Security, Housing & Economy
- Health, Wellness & Recreation
- Literacy & Education

The following types of organizations are eligible for a grant from the Fredericton Community Foundation:

- A registered Canadian charity
- A registered Canadian amateur athletic association
- A Canadian municipality in the greater Fredericton region
- Her Majesty in right of Canada and the Province of New Brunswick and agents thereof (Federal and Provincial Government and Agencies) eg. Schools

The following types of organizations and activities are ineligible for a grant from the Fredericton Community Foundation:

- Non-registered charitable institutions unless supported by a qualified organization described above
- Organizations that are profit orientated
- Political or religious organizations
- Organizations not located or operating within the greater Fredericton region
- Individuals
- Annual fund drives
- Core operating expenses of organizations
- Deficit financing

WHAT IS THE VALUE OF THE GRANTS?

Grants of up to \$7,500 are available through the Fredericton Community Foundation Community Grants. Connect with your community foundation to learn more about other grants available.





WHAT TYPES OF PROJECTS ARE ELIGIBLE?

The Fredericton Community Foundation will consider funding requests from qualified donees that enhance the overall quality of life of those living in the greater Fredericton region. Here are a few examples of eligible projects:

- Camps or after-school programs
- Education programs
- Mental Health counselling or mentorship programs
- Gender inclusive programs
- Programs designed to provide outreach to vulnerable populations
- Environment education or awareness programs
- Projects designed to provide essentials items to individuals or families in need

The following types of activities are ineligible for a grant from the Fredericton Community Foundation:

- Activities promoting any particular religious doctrine;
- Political lobbying or campaigns;
- General Operating Expenses, including: Stipends, Salaries, Travel, Room & Board, Rent or Lease, and/or Planning Expenses unless explicitly required for the program and justified in the application;
- Projects designed to provide financial stabilization, recovery and/or resilience of an organization's general operations;
- Projects that are designed for fundraising purposes;
- Profit-generating projects or activities;
- Research projects where findings and tangible applications do not directly benefit vulnerable populations;
- Any activity taking place outside of the greater Fredericton region; and
- Project costs that have received funding through another FCF grant. A project can receive funding more than once as long as there is no duplication of funding for the same project costs.

WHAT EXPENDITURES ARE ELIGIBLE?

Grants can be used to cover reasonable expenditures to carry out a project, for example:

- Equipment rental;
- Food, transportation, or other logistical costs;
- Purchase of materials necessary for the project (below \$2,000 per expense); and
- Reasonable salaries, professional fees or other HR costs associated with project activities.

Please be aware that the following expenditures are ineligible:

- Expenditures made before the signing of the grant agreement; and
- Infrastructure or large capital expenses (above \$2,000 per expense).





WHAT IS THE GEOGRAPHICAL REACH FOR ELIGIBLE PROJECTS?

The Fredericton Community Foundation will consider funding requests from qualified donees throughout the greater Fredericton region. Specifically, the Foundation will consider any request from organizations that fall into one of the following Health Zones:

- Fredericton
- Minto, Chipman, Cambridge-Narrows Area
- Oromocto, Gagetown, Fredericton Junction Area
- New Maryland, Kingsclear, Lincoln Area
- Nackawic, McAdam, Canterbury Area
- Douglas, Saint Marys, Doaktown Area

There are SIX Community Foundations throughout New Brunswick. Your organization is encouraged to apply to the Community Foundation in closest proximity to the activities of your project. If your program is province wide, organizations should submit requests to each of the Foundations. The Community Foundations in New Brunswick are:

- Carleton Community Foundation
- Fondation communautaire de la Péninsule acadienne Inc.
- Fredericton Community Foundation
- Fundy Community Foundation
- Greater Saint John Community Foundation
- Sussex Area Community Foundation

HOW DO I APPLY?

All applications for Community Grants are submitted online through the Foundation's portal. Once you have reviewed the application guide and confirmed that your organization and project are eligible for funding, [click here](#) to begin your application. If you have already applied for a grant from the Fredericton Community Foundation, your organization's profile will be saved. Always review this information to ensure it's accuracy. You can then select the "Community Grants" process and begin your application. You can save it as you go so that you can return at any point to complete your application.

If you have never applied for a grant online from the Fredericton Community Foundation, you will need to click "Create New Account" and enter your organization's information before you begin.





HOW DO I CHOOSE A COMMUNITY INVESTMENT AREA?

The Fredericton Community Foundation has 6 Community Investment Areas (CIA) which help us group projects into similar categories when we report to community. You can consider this CIA sort of like a focus area for your program. When you make this selection, it should align with the mission of the project you are requesting funding for, rather than the overall mission of your organization. You may select up to two CIAs for your program. Here are the the CIAs as well as their descriptions:



Support the cultivation and education of music, fine arts, multiculturalism and history in our community.



Help create a community where everyone has equal access to shelter, food and employment, building a future where everyone can thrive.



Develop opportunities to volunteer in our community and foster meaningful connections between youth, families and seniors.



Ensure healthy lives and promote well-being for all at all ages.



Protect, restore and promote the welfare of animals, territories and ecosystems for future generations.



Promote inclusive and equitable quality education and lifelong learning opportunities for all.





WHAT ARE OUPUTS AND HOW DO I CHOOSE THEM?

The Fredericton Community Foundation has collaborated with United Way Central and Greater Fredericton Social Innovation to create a set of predetermined outputs to create consistency in program reporting. Outputs are qualifiers you will achieve throughout the implementation of your programs.

Once you get to the application section, you will be required to select 3 outputs to track. Start by selecting which "Program or Project Type" you would like to track from. The Program and Project Types are as follows:

- Advocacy or Legal Support
- Animal Welfare
- Arts, Culture, & Heritage
- Environment
- Financial Wellness & Employment
- Food Security
- Health & Hygiene
- Home Care or Personal Support
- Information & Navigation
- Learning & Social Inclusion
- Mental Health & Wellness
- Personal Safety
- Recreation
- Shelters, Refuges. & Housing
- Transportation

Once you choose the program or project type, a second drop down menu will appear with the pre-determined outputs for that category. You will then choose which one you would like to track. Once you've made your selection, you will enter the projected number or percentage in the "Output #1 Quantity/Percentage" box. You will repeat this process three times. Your outputs can all be from the same Program or Project Type or they can all be from different categories. Your selections should reflect the mission of the project or program, not that of the overall organization.

When you are submitting your application, you will submit "projected" numbers which you will be required to update in your post project report with "actual" numbers. Please ensure you are tracking these outputs throughout the year.

You can view a full list of the pre-determined outputs within each of the program or project types in the application form below.





WHAT IS A COALITION OR PARTNERSHIP PROGRAM?

This question is simply to help us understand how your program is working together with other organizations to provide your service to community. A coalition program would be a project that is done through a community round-table or working group. A partnership program is one that is provided in collaboration with another organization or multiple other organizations. This information is useful to the Fredericton Community Foundation because it helps us understand the impact and reach of your program and helps us avoid duplication of services and providing multiple grants to the same projects.

If you have indicated that your project is a coalition or partnership program, you will be required to attach letters of support from the organization you have indicated are partners. This helps us ensure that you have confirmation from the organization rather than an assumed partnership.

HOW WILL APPLICATIONS BE EVALUATED?

The Fredericton Community Foundation has a Grant Making Committee which reviews all applications submitted for our Community Grants. This committee is made up of four members from the Foundation Board of Directors, two community members, a representative from United Way of Central New Brunswick, the Community Impact Manager and the Executive Director of the Foundation.

Once your application is submitted, staff will do a high level review to ensure your application meets our eligibility criteria. Applications will then be reviewed by all members of the Grant Making Committee and evaluated using an online form with the following questions:

- Will the program or project have a direct impact on the community?
- Does the program or project have other credible and committed funders?
- Will an investment in this organization have a meaningful impact?
- Does the program have clear measurable outcomes?
- If this program is working with other organizations, are they meaningful and confirmed?
- Do the expenses line up with the outcomes of the program or project?
- Would you recommend providing support to this program or project?

After the committee members submit reviews online, a summary document is shared with the Grant Making Committee. A meeting is held to discuss each application and finalize decisions as a committee. The Grant Making Committee makes their funding recommendations to the Board of Directors and a vote is held to confirm the decision.





WHEN WILL DECISIONS BE MADE?

Organizations will be informed of the results of their application within 6 weeks of the grant deadline. Should the committee have questions regarding your application, you will hear from a staff person. Decisions are sent through an automated message from Foundant, keep an eye on your junk inbox.

WHAT ARE THE REPORTING REQUIREMENTS?

Once you have received confirmation of funding, you will be required to submit a Grant Agreement online. The Foundation may also ask to do a formal cheque presentation photo with FCF staff or Board Directors for use in communications materials. Successful grant recipients from past Community Grants are required to submit a post project report by January 31st, 2021. This is to ensure your final report is submitted before the next Community Grants process. Your post-project report for the 2021 Community Grant will be due on January 31, 2022. We ask you to provide a brief update on questions submitted in your original application, update outputs and submit a client success story or a program success story. The questions in the post-project report are as follows:

- How did your program or project help the greater community?
- How did your program or project help the participants?
- What difference did the program or project have on the participants?
- What partners were successfully engaged in this program or project and how?
- # of Unduplicated Clients (Total and then broken down by age and gender)
- Output #1-#3 actual clients who achieved the designated outcome
- Program budget update
- Did you spend the entire grant?
- Please upload a write up about the impact of your program or project.
- Please upload a photo or video displaying the impact of your program.

Your post-project report will be available to start completing two months prior to its due date of January 31, 2022. You must submit this report before any other applications for Community Grants will be considered.

WHAT IF I NEED HELP WITH MY APPLICATION?

Should you have any questions or issues completing your application, please do not hesitate to contact our Community Impact Manager, Katie Beers at katie@fredfdn.ca or call (506) 454-2262.





PROGRAM OR PROJECT INFORMATION

1. Program / Project Name
2. Program, strategy or service primary contact
3. One-Line Description (Please describe your program or project in one sentence. Please ensure this description can be easily used for the promotion of your program/project.)
4. Primary community investment area(s): You may select up to two.
 - a. Arts, Culture & Heritage : Support the cultivation and education of music, fine arts, multiculturalism and history in our community.
 - b. Belonging & Engagement : Develop opportunities to volunteer in our community and foster meaningful connections between youth, families and seniors.
 - c. Environment & Animal Welfare : Protect, restore and promote the welfare of animals, territories and ecosystems for future generations.
 - d. Food Security, Housing & Economy : Help create a community where everyone has equal access to shelter, food and employment, building a future where everyone can thrive.
 - e. Health, Wellness & Recreation : Ensure healthy lives and promote well-being for all at all ages.
 - f. Literacy & Education : Promote inclusive and equitable quality education and lifelong learning opportunities for all.
5. Primary location of program or project* (Please select the primary location or where the program or project will take place.)
 - a. Fredericton
 - b. Minto, Chipman, Cambridge-Narrows Area
 - c. Oromocto, Gagetown, Fredericton Junction Area
 - d. New Maryland, Kingsclear, Lincoln Area
 - e. Nackawic, McAdam, Canterbury Area
 - f. Douglas, Saint Marys, Doaktown Area
6. What is the total grant request to the Fredericton Community Foundation?
7. Will the service be provided if awarded a lesser amount?
 - a. Yes
 - b. No
 - c. What is the minimum amount required to proceed?
8. Start Date (for which funding applies)

Application



9. End Date (for which funding applies)
10. Who will the program/project help* (Limit up to 1000 characters)
11. How will the project/program help the participants?* (Limit up to 1000 characters)
12. What difference or benefit will the program/project have on the participant?* (Limit up to 1000 characters)
13. How do you know this program/project is needed (Answer with statistical, story, or anecdotal evidence as you see fit.)* (Limit up to 1000 characters)
14. How many unique clients do you anticipate serving?

NEW PROGRAM/PROJECT

1. Is this a new program/project?
 - a. Yes
 - b. No
2. Will new staff be hired for this program?
 - a. Yes
 - b. No

COALITION OR PARTNERSHIP

1. Is this program/project being delivered by a coalition of organizations or through a partnership table in your community?
 - a. Yes: Please include a letter from your primary partner(s) indicating their involvement and support of this program/project
 - b. No

CLIENT DEMOGRAPHICS

Use checkboxes to select all that apply.

Populations by Children, Youth, or Elderly

- Children and youth: ageing out of care
- Children and youth: ages 0 to 5
- Children and youth: ages 6 to 10
- Children and youth: ages 11 to 17
- Children and youth: ages 18 to 24
- Seniors and Elders: not in care
- Seniors and Elders: living in care





CLIENT DEMOGRAPHICS

Populations Requiring Specific Care or Supports Populations

- People experiencing homelessness
- People with low income or living in poverty
- People living with mental illness
- People struggling with addiction
- Persons with disabilities
- People experiencing domestic or gender-based violence
- People living in group homes or supportive living (under the age of 55)
- Prison populations (detained and incarcerated)
- Veterans

Indigenous People

- Indigenous: First Nations
- Indigenous: Inuit
- Indigenous: Metis

Racialized Communities

- South Asian
- Chinese
- Black
- Filipino
- Latin American
- Arab
- Southeast Asian
- West Asian
- Korean
- Japanese
- Groups not otherwise specified

Gender & Diversity

- Members of LGBTQS+ communities
- Newcomers: Permanent Residents (immigrants and refugees)
- Official Language Minority Communities (OLMCs)
- Newcomers: Temporary Residents
- Women and Girls

Other / Autres :

- Caregivers
- Students (post-secondary)

If Other, please specify



Application



TOTAL PARTICIPANTS SERVED

Tell us about the projected number of participants served in each of the following demographic indicators. You will be required to report on the actual number served in your post-project report. Please use whole numbers for each of the below demographic indicators. If a field does not apply, please enter 0 in the field in order to proceed with your application.

of Unduplicated Clients*

Gender Demographics:*

- # of Males
- # of Females
- # of Transgender or Non-Binary
- # of Not-Reported

Age Demographics:*

- # Ages 0 to 5
- # Ages 6 to 10
- # Ages 11 to 17
- # Ages 18-24
- # Ages 25 to 54
- # Ages 55-64
- # Aged 65+
- # Unknown

Location Demographics:*

- # Fredericton
- # Minto, Chipman, Cambridge-Narrows Area
- # Oromocto, Gagetown, Fredericton Junction Area
- # New Maryland, Kingsclear, Lincoln Area
- # Nackawic, McAdam, Canterbury Area
- # Douglas, Saint Marys, Doaktown Area





OUTPUTS

You must select 3 outputs overall to track. Start by selecting one of the Program or Project Types from the drop-down list. Once you make your selection, another drop-down list will appear with the pre-determined list of outputs. Select the output you would like to track and enter the qualifier in the Output Quantity/Percentage box.

1. Output #1* Please select which category below you would like to track outputs in
2. Program / Project Types*
 - a. Select your output from the drop down
3. Output #1 Quantity/Percentage*: Please enter the corresponding projected number or percentage for the output indicated above.
4. Output #2*: Please choose which Program or Project Type followed by an output from that list.
5. Program or Project Type*
 - a. Select your output from the drop down
6. Output #2 Quantity/Percentage*: Please enter the corresponding projected number or percentage for the output indicated above.
7. Output #3*: Please select a program or project type followed by the output you would like to track within that category.
8. Program or Project Type*
 - a. Select your output from the drop down

FULL LIST OF PROGRAM/PROJECT TYPES & OUTPUTS

- **Advocacy or Legal Support**
 - # of contact sessions with unique individuals to discuss legal or advocacy needs
 - # of successful referrals made to legal programs or services
 - # of individuals supported with legal or advocacy issues
 - # of policies influenced or developed
 - # of information sessions/workshops provided
 - # of participants attending information sessions/workshop

- **Animal Welfare**
 - # of animals taken into care
 - # of protected species in care
 - # of successful adoptions
 - # of animals microchipped/tagged





FULL LIST OF PROGRAM/PROJECT TYPES & OUTPUTS

- **Arts, Culture, & Heritage**
 - # of individuals provided with subsidized artistic/cultural programming
 - # of professional artists employed
 - # of festivals/events delivered
 - # of library visits
 - # of museum visits
 - # of exhibitions organized
 - # of art works produced (film, music, theatre, visual, etc.)

- **Environment**
 - # of trails cleaned/maintained
 - # of km's of trails/greenspace maintained or protected
 - # of recycling programs facilitated or organized
 - # of items recycled
 - # of education sessions/materials provided
 - # of plants/gardens planted

- **Financial Wellness & Employment**
 - # assessments made with individuals to determine employment options
 - # employment training sessions offered
 - # individuals matched to available employment opportunities
 - # individuals supported to maintain employment
 - # of financial counselling sessions provided
 - # of individuals connected to income support programs

- **Food Security**
 - # of meals provided (reporting will require identification of sources)
 - # of food baskets/hampers provided
 - # of essential items provided (reporting will require the description of the essential items)
 - # of food related information or skill building sessions provided# of deliveries made
 - # of individuals connected to food support programs

- **Health & Hygiene**
 - # of medical item deliveries made (reporting will require the description of the medical items)
 - # of hygiene item deliveries made (reporting will require the description of the hygiene items)
 - # of individuals receiving financial assistance for medical equipment or services
 - # of programs provided to improve quality of life while in care
 - # of health information sessions provided



FULL LIST OF PROGRAM/PROJECT TYPE & OUTPUTS

- **Home Care or Personal Support**
 - # of unique clients receiving home visits
 - # of homecare visits provided/enabled
 - # of individuals provided with hospice care
 - # of essential items provided (reporting will require the description of the essential items)

- **Information & Navigation**
 - # of sessions with unique individuals
 - # referrals made to needed programs or services
 - # information sessions/workshops provided
 - # participants attending information sessions/workshops
 - # text/call assists

- **Learning & Social Inclusion**
 - # assessments made with individuals to determine learning needs and goals
 - # of learning sessions offered
 - # of learners engaged
 - # of learning aids provided (ex. laptops)
 - # of adapted and technical aids provided (ex. wheelchairs, white canes, hearing aids)
 - # assistive technology & software provided (ex. audio recorders, iPads, voice recognition)
 - # of individuals connected with a peer mentor
 - # of social activities offered
 - # of volunteers trained (as it relates specifically to the use of funds)
 - # of staff hired (as it relates specifically to the use of funds)

- **Mental Health & Wellness**
 - # of one-on-one counselling sessions with unique individuals
 - # individuals matched with a mentor (specific to buddy or mentor programs)
 - # of successful referrals made to programs or services supporting mental health & wellness
 - # of support/information toolkits created/provided
 - # of support group sessions provided
 - # of individuals attending support-groups
 - # of information sessions/workshops provided
 - # of participants attending information sessions/workshops
 - # of calls (longer than 1 minute)
 - # text assists





FULL LIST OF PROGRAM/PROJECT TYPES & OUTPUTS

- **Personal Safety**
 - # of personal safety assessments made (specific to domestic and gender-based violence)
 - # of safety plans developed (specific to domestic and gender-based violence)
 - # of personal safety mentors matched
 - # of training sessions provided to essential service providers

- **Recreation**
 - # of individuals provided with subsidized recreational programs
 - # of minutes of daily recreation
 - # of outdoor recreation minutes per day
 - # of indoor recreation minutes per day
 - # of types of recreational activities
 - # of summer/part-time students employed

- **Shelters, Refuges. & Housing**
 - # of individuals sheltered
 - # of new individuals sheltered
 - # of bed-nights of shelter provided
 - # of individuals matched to available housing
 - # of assessments made with individuals to determine service needs
 - # of housing referrals made
 - # of individuals supported to maintain housing
 - # of housing units built
 - % of individuals identified as high acuity
 - % of individuals identified as moderate acuity
 - % of individuals identified as low acuity
 - % identified as chronically homeless
 - % identified as transitionally homeless
 - % identified as episodically homeless

- **Transportation**
 - # of persons transported
 - # of cycling infrastructure
 - # of individuals utilizing transit for employment
 - # of individuals utilizing transit for recreational purposes
 - # of bus tickets provided
 - # of bus passes provided



PROGRAM OR PROJECT BUDGET

1. Confirmed Funding Sources: Please list the funding sources you have confirmed as well as the amounts.
2. Pending Funding Sources: Please list the funding sources you have applied for or are fundraising but have not yet confirmed as well as their amounts and their status.
3. How will the program or project be affected if pending sources are not received?*

 - a. Please tell us if you can proceed with this project with less funding from your pending sources. How will the project be affected if you do not receive these revenues? How much of this funding is required to commence the project

4. Is the Fredericton Community Foundation funding supporting a specific expense line item in the budget?
 - a. Yes
 - b. No- funding will be used to support overall costs.
 - c. If yes, what will the FCF funding be used for:
5. Program Budget: Please upload your program/project's budget in the uploads section. If you are a chapter/branch of a national organization, please ensure that the program/project budget reflects our local region. Budgets should include a list of revenues and expenses for your program/project.

UPLOADS & ATTACHMENTS

1. Financial Statements* If your financial statement is not ready, please upload your most recent statements and a statement of when your new ones are expected to be ready.
2. Annual Report OR Annual General Meeting Minutes* If you do not have an annual report please upload an explanation of why.
3. Board of Directors List*
4. Agency Logo*
5. Additional Documentation