



Fredericton
**COMMUNITY
FOUNDATION**
For Good • Forever

COMMUNITY GRANTS APPLICANT GUIDE





OVERVIEW

The Fredericton Community Foundation's Community Grants are awarded once per year to qualified donees and support programs, projects or initiatives in the greater Fredericton region. All applications must be submitted online through the Foundation's "Foundant" portal. This applicant guide contains all the information that applicants will need to prepare and submit their applications to the Foundation. Should you have any further questions, please contact us at info@fredfdn.ca or (506) 454-2262.

About Us:

We help caring donors support community causes that enhance lives For Good. We're an endowment-based, charitable foundation, so gifts are pooled and invested, and the annual earnings are granted back to the community Forever.

Since 1956, we have been inspired by the community we serve, and we strive to be a catalyst for a better community for all. Through promoting and encouraging philanthropy and supporting diverse charitable organizations and causes, we are all about helping people help people in our community, and together, we have been making meaningful and lasting impact in the greater Fredericton region.



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WHO CAN APPLY FOR A GRANT?

The Fredericton Community Foundation supports qualified donees operating the Greater Fredericton region that are working to address needs within one or more of following Community Investment Areas:

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

Please see below for more information on the Community Investment Areas.

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 ineligible for a grant from the Fredericton Community Foundation:

- Non-registered charitable institutions and non-profit organizations, unless supported by an eligible organization as described above
- Organizations that are profit orientated
- Organizations not operating within the greater Fredericton region
- Individuals

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

- Political and religious activities (this does not preclude religious organizations from applying if they are delivering a project or program to the community that is not religious or faith based.)
- Fundraising campaigns including capital campaigns.
- Core operating expenses unless it is critical to mission delivery
- Deficit financing and the retirement of debt.

WHAT IS THE VALUE OF THE GRANTS?

Grants of up to \$7,500 are available through the Community Grants.

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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 but not limited to: 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 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.

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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 general areas:

- Fredericton
- Minto, Chipman, Cambridge-Narrows Area
- Oromocto, Gagetown, Fredericton Junction Area
- New Maryland, Kingsclear, Lincoln Area
- Nackawic, McAdam, Canterbury Area
- Douglas, Saint Marys, Stanley, 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 must be 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 its 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.

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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 the community. You may consider the CIA as a focus area for your project. When you make this selection, it should align with the project's mission you are requesting funding for, rather than your organization's overall mission. **You may select up to two CIAs** for your project. Here are 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.

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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 " Project Type" you would like to track from. The 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 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 have 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 Project Type, or they can all be from various categories. Your selections should reflect the mission of the project, not that of the overall organization.

When you are submitting your application, you will submit "projected" numbers. When providing your post-project report, you must submit your "actual" numbers for the project. Please ensure you are tracking these outputs throughout the year.

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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 the community. A coalition program would be a project that is done through a community round-table or working group. A partnership program 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 Granting 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, and the Executive Director of the Fredericton Community 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 Granting Committee and evaluated using an online form with the following questions:

- Will the program or project have a direct impact on the community?
- Is this project financially feasible given the budget?
- Does the program have clear measurable outcomes?
- 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 Granting Committee makes their funding recommendations to the Board of Directors and a vote is held to confirm the decision.

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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 funding confirmation, you must submit a Grant Agreement online. The Foundation may also ask to do a project feature 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. This is to ensure your final report is submitted before the next Community Grants process. 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 project success story. The questions in the post-project report are as follows:

- How did your project help the greater community?
- How did your project help the participants?
- What difference did the project have on the participants?
- What partners were successfully engaged in this 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 project.
- Please upload a photo or video displaying the impact of your project.

Your post-project report will be available to start completing two months prior to its due date of January 31. 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 contact us at info@fredfdn.ca or (506) 454-2262.

Application

UPLOADS & ATTACHMENTS

In addition to completing the online application, you will also be required to upload the following documentation.

1. Project Budget. Please provide your project's budget. If you are a chapter/branch of a national organization, please ensure that the project budget reflects our local region. Budgets should include a detailed list of revenues and expenses for your project, including all pending funding sources, and the amount requested from the Fredericton Community Foundation.
2. Financial Statements (If your financial statements are not ready, please upload your most recent statements and indicate when your new ones are expected to be ready.)
3. Board of Directors List
4. Agency Logo
5. Additional Documentation

Please note that should a document be too large to upload to our online portal, it can be emailed to info@fredfdn.ca, and our team will manually add it to your application. Please be sure to clearly note the project name in the email.



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.)
 - Other

- **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
 - Other

- **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
 - Other

- **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
 - Other

- **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
 - Other



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)
 - Other

- **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
 - Other

- **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)
 - Other

- **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
 - Other



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
 - Other

- **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
 - Other

- **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
 - Other

- **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
 - Other



PROGRAM OR PROJECT BUDGET

You will be required to provide a final budget showing actual revenues and expenses your final project report.

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 but are not yet confirmed or at the fundraising events not yet complete. Please include the probability of receiving these fundings.
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. Project Expenses. Please list the projected expenses.
5. Is FCF funding supporting a specific item in the budget?
 - a. Yes
 - b. No- funding will be used to support overall costs.
6. If yes, what will the FCF funding be used for:
7. Project Budget. Please provide your project's budget. If you are a chapter/branch of a national organization, please ensure that the project budget reflects our local region. Budgets should include a detailed list of revenues and expenses for your project, including all pending funding sources, and the amount requested from the Fredericton Community Foundation.

UPLOADS & ATTACHMENTS

1. Financial Statements (If your financial statement is not ready, please upload your most recent statements and indicate of when your new ones are expected to be ready.)
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