

General Policies of the GVSCU Legacy Foundation.

(A) Types of Projects for Which Funding Will Be Considered

The GVSCU Legacy Foundation will consider funding requests for the following types of activities:

- (i) Arts, including but not limited to music, dance, and the visual arts;
- (ii) Sports and Recreation, including team or club sponsorships;
- (iii) Education, except that funding for individuals will not be considered;
- (iv) Capital for Community Projects;
- (v) Community, Social and Environmental Support Groups.

(B) Types of Projects for Which Funding Will Not Be Considered

The GVSCU Legacy Foundation will not consider grants for the following activities:

- (i) Annual fundraising campaigns;
- (ii) Deficit reduction and retroactive funding;
- (iii) Direct religious or political activities, including but not being limited to any activity intended to lobby or influence Federal, Provincial or Municipal Government policy or legislation;
- (iv) Multi-year funding, although an organization may apply in subsequent years for the same project as supported in previous years;
- (v) Funding for individuals;
- (vi) Continuous core operating expenses for the main operations of the grant seeker.

(C) Funding Requests From the Following Will Be Considered

The GVSCU Legacy Foundation will consider funding requests from

- (i) Organizations for projects or activities when the requesting organization is located in the Capital Regional District of British Columbia and substantially all of the activity or project for which funding is requested will occur in the Capital Regional District of the Province of British Columbia;
- (ii) Non-Profit Organizations located in the Capital Regional District of British Columbia registered with the Federal Government as having charitable status.¹
- (iii) Non-Profit Organizations located in the Capital Regional District of British Columbia without charitable status;

This policy is not intended to prohibit some of the grant money being expended outside the Capital Regional District, so long as such expenditure is ancillary to the main project which occurs in the Capital Regional District. An example would be a childrens' sports league where most activities occur within the Capital Regional District, but

¹ A registered charity is an organization established and operated for charitable purposes, as required by the *Canadian Income Tax Act*. It must devote its resources to charitable activities, must be resident in Canada and cannot use its income to benefit its members.

when occasional road trips to play games outside the Capital Regional District take place.

(D) Funding Requests From the Following Will Not be Considered

The GVSCU Legacy Foundation will not support nor does it solicit expressions of interest or applications from:

- (i) Individuals;
- (ii) For-Profit organizations, whether or not incorporated;
- (iii) Any organization that has as its principal activity the promotion, adherence to or carrying out of political or religious objectives, or any organizations which, while it may not directly carry out such activities, is substantially controlled by an organization that does.² (Under certain circumstances, the Board may consider applications from organizations controlled by a religious body if the Board is of the opinion that the project for which funding is sought has no religious component).

(E) General Considerations

The GVSCU Legacy Foundations will

- (i) Consider grants of all sizes.
- (ii) Not accept another application request from an organization until a final report as required by these policies has been received for any previous grants.
- (iii) Consider only one request per organization per calendar year but organizations that are denied requests may resubmit their request with changes
- (iv) Not necessarily require the organization to make an in-person presentation to the Board, but such in person presentation may be requested.

(F) How Applications Will be Processed

The GVSCU Legacy Foundation will handle grant applications generally as follows:

- (i) Applications are to be made on the form prescribed by the Board for that purpose;
- (ii) An application should preferably be submitted online in PDF format, together with scanned copies of the required supporting documentation, emailed to the email address identified for that purpose on the most current Application Form;
- (iii) The supporting documentation should be scanned and added as pages at the end of the application using Adobe Acrobat if possible, so that the completed application and supporting document form a single document;

² Substantially controlled means a situation where the controlling organization appoints all or a majority of the Board of Directors of the organization that is the applicant for funding, or where the Board of Directors is comprised of a majority of members who are also members of the Board of an organization that has as its principal activity the promotion, adherence to or carrying out of political or religious objectives.

- (iv) If scanning or internet facilities are not available to the applicant organization, they may submit the application with supporting documentation by postal mail addressed to the postal address identified for that purpose on the most current Application Form;
- (v) When an application has been received, it will be circulated among the Board, which will review it and advise the applicant in due course;
- (vi) Depending on the nature and timing of the application, it will normally take approximately 8 weeks after the Deadline Dates in Section G below until the organization is notified as to whether or not the application has been approved;
- (vii) Organizations requesting funding are advised to plan at least 3 months in advance as retroactive funding will not normally be granted and time-sensitive event funding may not suit the review process;
- (viii) Following a review by the Board of Directors, a letter confirming a grant approval or denial will be issued, by postal mail, email or facsimile;
- (ix) If approved, the applicant organization's signing authorities will then reconfirm the plans, budget and charitable status in good standing by written signature;
- (x) If the applicant organization finds that it needs to alter any of the approved plans or budgets, it must contact the GVSCU Legacy Foundation immediately and advise the GVSCU Legacy Foundation immediately of such changes. Previously approved funding may be reviewed and altered or cancelled by the GVSCU Legacy Foundation as it sees fit;
- (xi) At the time of approval or later, as the Board sees fit, it may provide the applicant organization with a Report Form. The report form is to be used by the organization in reporting, either at the end of the project or at an interim time, as the Board determines. If the applicant organization is granted funding and the Board has provided a Report Form, then all reports required shall be made using that Form. If no Report Form is provided by the Board, then a report in letter form will suffice.

(G) Time for Submission of Applications for Grants

The Deadline Dates for applications for funding are April 30 and September 30 each year. While requests for funding may be submitted at any time, all application received complete by

- (i) **April 30:** Applications submitted complete by the close of business on April 30 in any year will be considered on and after May 1;
- (ii) **September 30:** Any application that is submitted complete by the close of business on September 30 in any year will be considered on and after October 1;
- (iii) Applications are complete when all the information required by these Policies and required in the Application Form itself has been submitted. Applications that are incomplete by the above dates may not be considered until they are complete;
- (iv) Applications that are complete are considered received on the Deadline Date that next follows the day the complete application is received, so that all are considered received at the same time.

- (H) Requirements From Applicants at the Time of Application and in Reporting**
 The GVSCU Legacy Foundation requires the following from applicant organizations. The Foundation neither requires nor wants Letters of Introduction, Testimonials, or documents other than those set out below.

At The Time of Application

The following is required to be submitted with the initial Application (some of these requirements may be contained in the Application Form and additional requirements may also be set out in the Application Form):

- (i) An Application in the form prescribed by the GVSCU Legacy Foundation, with the information sought by the Form completed;
- (ii) A budget for the current year, and which specifically includes the project for which funding is requested;
- (iii) A complete list of all funders who
 - have been approached for a grant, and
 - have not yet but will be approached for a grant, and
 - have already made a grant of money for the current year;
- (iv) For any grant application of \$25,000 or greater, an independent third-party financial report for the previous year may be required. It is not required at the time of submitting the application, but may save time if the applicant has one and submits it with the Application;³
- (v) For grants under \$25,000, a financial report for the previous year may be required. It is not required at the time of submitting the application, but may save time if the applicant has one and submits it with the Application. If required, the financial report need not be prepared by an independent third-party;

After a Grant Has Been Made the Following is Required:

- (vii) For all grants made, the following is required:
 - (a) A Final Report Form, signed by two (2) responsible officers of the organization, such as the President or Treasurer;
 - (b) The signed Final Report Form must set out in detail how the grant money was spent;
 - (c) The signed Final Report Form must set out in detail how the assistance of the GVSCU Legacy Foundation was recognized, and if recognition was in print, then a copy of the program or other document in which recognition was given must be provided with the Final Report Form;
 - (d) Reports should, in addition to any other information, include statements showcasing the organization's activities, sharing success stories, demonstrating accountability to donors, community supporters and the Canada Revenue Agency;

³ An independent third-party may be an Accountant or some other individual or organization not otherwise connected to the applicant organization;

- (e) Final Report Forms must be provided, complete, no later than three (3) months after the recipient organization's year end;
- (f) All Reports, Final Report Forms and any other document required must be submitted in the same way that Applications must be submitted as set out in (F) above;
- (g) Any other requirements set out in the Report Form.

The Board of Directors of the GVSCU Legacy Foundation reserves the right to alter or amend these Policies at any time. In such circumstances as the Board of Directors sees fit, it may consider applications for grants at times other than as specified by these policies and may consider applications for grants from organizations or for purposes not specifically authorized by these Policies, so long as the limiting conditions set out in the Incorporating Documents are not breached. The Board of Directors reserves the right to solicit Applications from such organizations as it sees fit.