



# **City of Brantford Community Grants Program Webinar**

## **March 5, 2025**

**Anne Marie Peirce, CFRE**  
**Executive Director**

**Elizabeth Waldorf**  
**Interim Grants & Communications Coordinator**

# Welcome & Introductions



- Anne Marie Peirce, Executive Director
- Elizabeth Waldorf, Interim Grants and Communications Coordinator
- Rebecca Launchbury, Finance and Administrative Coordinator



# About Brant Community Foundation

## Vision Statement

A strong and vital community that has the resources to enrich the quality of life locally.

## Mission Statement

To award meaningful and impactful grants to ensure community vitality across Brantford, Brant County, Six Nations of the Grand River, and Mississaugas of the Credit First Nations, by attracting donations and ensuring the responsible stewardship of our permanent endowment.

# About Brant Community Foundation

## National Scope

The Brant Community Foundation is part of a national network of 207 Community Foundations across Canada.



## Local Knowledge

We work with municipal and regional governments, local leaders, and grassroots charitable organizations to develop a keen understanding of the region we serve.

We are pleased to partner with the City of Brantford to share our expertise in grant making.

## Local Impact

Since our inception in 1997 we have granted over \$8.5 million to charities across Brantford, Brant County, Six Nations of the Grand River and the Mississaugas of the Credit First Nation.

We have a long history of grant making and play a pivotal role in our local region.

# Today's Session

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- Background and Purpose of City Grants
- Eligibility Guidelines
- Tips for grant streams
- Applying for a City Grant
- Grant Review
- You have received a grant – now what?

# City of Brantford Community Grants Program Overview



- City of Brantford Community Grants Program began granting in 2001
- The City is proud to work with local non-profit organizations to help build a stronger and more vibrant community
- The City Grants enhance community wellbeing through support of arts, culture, heritage, recreation, the environment, and health and social services
- City Grants help to shape the vitality and sense of belonging in our community

# Purpose of City Grants

To provide municipal funds as specified by City Council for grants to non-profit community organizations and groups that provide services and programs which align with the strategic priorities of the City and are of general benefit to the community that warrant City support.



# Grant Streams – High Level

1

## Operational Funding

To fund operational needs of the organization

2

## Capital & Seed Funding

To fund the purchase of capital equipment or renovations; also supports studies and other expenses for proposed new programs

3

## Event Funding

Supports City Services for special events

4

## Travel Funding

Supports travel for teams or individuals representing Brantford through qualification for local, provincial, national or international competition



# Grant Streams – Available Funding

1

**Operational Funding**

\$10,000

3

**Event Funding**

\$5,000

2

**Capital & Seed Funding**

\$15,000

4

**Travel Funding**

\$3,500

# Application Eligibility Guidelines

This section contains important information concerning eligible and ineligible organizations and grant application requests



# Application Eligibility Guidelines – All Grant Streams

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- Only one application will be accepted by a charity per grant stream per fiscal year – you cannot apply in each grant round for each grant stream
- Grants should not be considered as the primary source of funding
- City Grants will not fund deficits or make up funding shortfalls
- Property tax will not be funded

# Application Eligibility Guidelines – All Grant Streams

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- Applicants must be registered non-profit organizations with a clear identity and governing body with a clear organizational structure and signing authorities.
- For-profit organizations, groups, and individuals are ineligible for consideration within the City Grants Program

# Application Eligibility Guidelines – All Grant Streams

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- Preference will be given to proposals representing community partnerships, and these applicants will be encouraged to submit a joint proposal with other community organizations/groups offering similar services/programs/projects.
- Where duplication exists, the application must demonstrate linkages and coordination with those other organizations and groups to provide continuity of existing services/programs/projects.

# Application Eligibility Guidelines – All Grant Streams



- All grants are made on a one-time basis. Receiving a grant one year does not guarantee a grant in the following year.
- If a surplus exists from the previous year that is not designated for any specific purpose, the amount of the surplus may be deducted from any grant considered from the organization.
- Applicants must demonstrate they have fully explored other sources of potential funding.

# Event Eligibility Guidelines

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- City Grants funding for events can only be utilized to offset direct event costs (ex. facility rental fees, permit and any related road closure fees, contracted services, etc.).
- Funding cannot be requested to cover damage deposit associated with events.
- The following types of events are not eligible within the City Grants Events Stream:
  - Construction Related Events: Events connected to repairs or construction (ex. building of a monument)
  - Film/Media Production Related Events: movie, tv show, or video productions
  - Routine Events: Activities that are part of a regular series or subscription
  - Tournaments: Events held on municipal property comprised of a series of games, athletic activities, or competitions that occur in conjunction with each other over a specified period of time (ex. hockey tournaments).
  - For-Profit Events: Events held to generate revenue (ex. campaign fundraisers).

# Operational and Capital/Seed Funding Guidelines

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## Operational Grant Stream:

- An operational grant, also known as an unrestricted grant, provides funding to support the ongoing operations of the organization. These grants can be used to cover a variety of expenses, such as rent, salaries, and office supplies.

## Capital/Seed Grant Stream:

- Capital grants are meant to assist organizations to fund capital equipment and projects that improve or preserve facilities.
- Seed grants will assist in the development of an organization through its strategic plan, including a new type of service or program startup costs. Seed funding is one-time funding per startup program.





I'm ready to Apply  
– Now what?

# Application Process



## Determine if you are eligible

Review the information in this presentation and on the website to see if your organization and/or project is eligible for funding.

## Review the application and pull together your attachments

Attaching all necessary documents is a must – without the full list of required attachments, applications will not be reviewed.



## Complete the application and submit by the deadline

Applications must be submitted completed with attachments by the stated deadlines. No extensions will be granted.

# Applications

- Links to helpful information and applications are found at the Brant Community Foundation Website: [www.brantcf.ca](http://www.brantcf.ca)
- Applications for:

1 Operational Funding

2 Capital & Seed Funding

3 Event Funding

4 Travel Funding



# What is a complete application?

Fully completed fillable PDF application form

- “Applicants are required to answer all questions”

Organization's Most Recent Financial Statements

Organization's Annual Budget

- Fiscal year's budget, not the project budget which is contained in the application

Organization's By-Laws

- If Brant Community Foundation does not already have on file or by-laws have changed

Be sure to complete the Project Budget portion of the application

- Estimated Revenue + Estimated Expenses – if this is not completed the application is not considered a complete application

# Applications – More Requirements

Required

Current list of Board of Directors


Required

Authorized Executive Members - the legal entity to maintain full responsibility for the administration of funds received through the City Grants Program.

Required

Applicants must identify a contact person who can answer questions regarding information submitted in the application.

## Application Tips - Remember To:

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- 1. Provide clearly defined set of goals and objectives for the service/ program/project
  - 2. Apply in the correct grant stream for your request
  - 3. Do not apply for the same need in all three grant streams
  - 4. Identify the outcomes and impacts of the proposed project on specific individuals and groups, as well as on the community at large.
  - 5. Specify how the identified goals and objectives will be achieved throughout the duration of their proposed project.
  - 6. Demonstrate that the proposed project addresses an identifiable need in the community

# New Questions

**?** The proposed project must align with at least one of priorities of the City of Brantford's Community Safety and Wellbeing Plan:

- Affordable Housing
- Children and Youth
- Diversity and Inclusion
- Older Adults
- Safe and Vibrant Neighborhoods
- Substance Use
- Intimate Partner and Gender-Based Violence

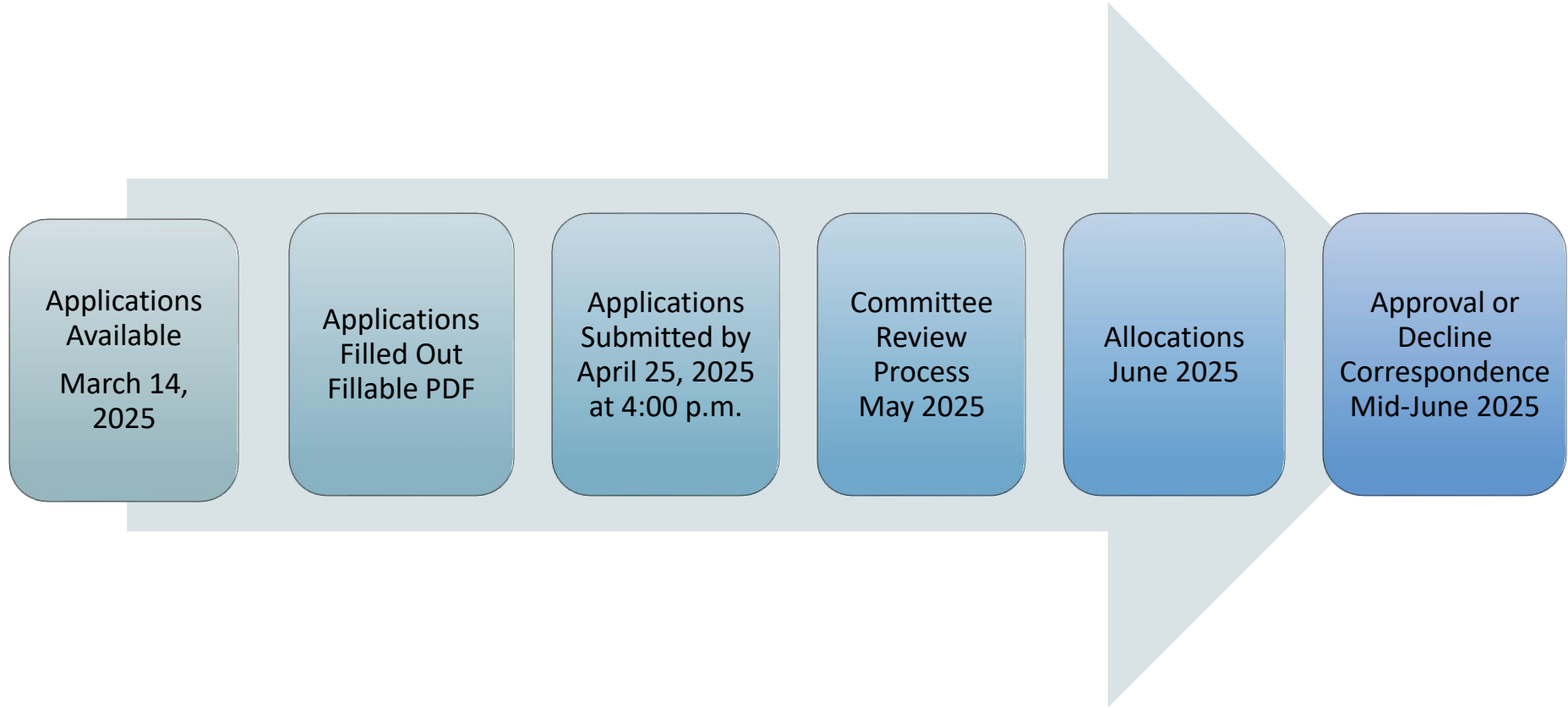
**?** If an applicant's organizational mandate extends beyond the municipal boundaries of the City of Brantford, they must demonstrate that at least 75% of the individuals and/or groups they serve are Brantford residents.

# Final Reminders

- Start now – leave yourself time to gather resources and complete application
- Check out the full application before you start (available on our website)
- Answer all the questions – your opportunity to tell your story
- **Remember the deadline: Friday, April 25<sup>th</sup> at 4:00 p.m.**
- **Applications will not be accepted after that time**
- Make sure you file your evaluation report when it's due – you'll receive a reminder
- To receive our newsletter to your inbox, make us a safe sender in your email
- Contact us with questions: [grants@brantcf.ca](mailto:grants@brantcf.ca)



# Grant Round Process and Critical Dates



# You've Received a Grant – Now What?

- Congratulations!
- You will be notified via email.
- Supply EFT information to receive funds.
- The City has grant recognition guidelines that can be found on both websites
- Please publicly acknowledge your grant in your marketing materials, website, social media.
- Follow Brant Community Foundation's socials.
- When you accept the grant monies, you agree to the Terms and Conditions the City outlines in the attached appendix.
- Access Evaluation form under "Follow Up Forms" on BCF's website



# Funds must be used as awarded

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- When you accept the grant monies, you agree to the Terms and Conditions the City outlines in the attached appendix.
- Recipients of City grants shall only use the funds received for the purposes specified in their application.
- If you are unable to use all or a portion of the funds for the purpose under which the funds were awarded, the Foundation will request that the recipient reimburse for the full or unused portion to the City Grants Program.
- If this is the case, contact the Brant Community Foundation's Grants and Communications Coordinator to discuss.

# Stay in touch

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- Grant reports
- City Grants – Next round opens March 14 and closes April 25
- Watch our newsletter for any emerging grant opportunities.
- Subscribe to Newsletter at <https://brantcommunityfoundation.ca/grants-2/> or email [grants@brantcf.ca](mailto:grants@brantcf.ca)

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# Brant Community Foundation Socials

**Instagram:** [@brantcommunityfoundation](https://www.instagram.com/brantcommunityfoundation)

**X (Twitter):** [@BrantCommFdn](https://twitter.com/BrantCommFdn)

**Facebook:** [@Brant Community Foundation](https://www.facebook.com/BrantCommunityFoundation)

**LinkedIn:** [Brant Community Foundation](https://www.linkedin.com/company/brant-community-foundation)

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## Useful Links:

Brant Community Foundation Grant  
Page: [Click Here](#)

City of Branford Community Safety and  
Wellbeing Plan: [Click Here](#)

Grant Recognition Guidelines: [Click Here](#)





**Thank you.  
Questions?**

