



# City of Brantford Community Grants Program Webinar for Applicants

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# Today's Session

- ▶ Background and Purpose of City Grants
- ▶ City Grants Timeline
- ▶ Eligibility Guidelines – All Applicants
- ▶ Grant Streams – Descriptions & Examples
- ▶ Required Documents
- ▶ Applying for a City Grant – Online Application
- ▶ You Have Received a Grant – Now What?
- ▶ Grant Writing Tips & Common Reasons for Disqualification

# Introducing the 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.

# National Context

1

Community Foundations of Canada: Together with community foundations across the country, **helps to drive local solutions** for national change on the issues that matter most to Canadians.

2

**209 Community Foundations** serving communities from coast to coast to coast.

More than **90% of Canadian communities have access to a community foundation** — from our largest cities to our smallest towns.

3

**The movement is 100+ years old** with the Winnipeg Foundation as its first and one of the largest in Canada. Everyone can support communities through our foundations.

4

Collectively **we hold combined assets of more than \$7.4 billion** and we've put **hundreds of millions back into communities** over a 100+ year history. In 2018 alone this was \$261 million.

# About the Foundation

## National Scope

- The Brant Community Foundation is part of a national network of 209 Community Foundations across Canada.

## Local Knowledge

- We work with municipal and regional governments, local leaders, as well as grassroots charitable organizations to develop a keen understanding of the region we serve.
- We serve: Brantford, Brant County, Six Nations of the Grand River and the Mississaugas of the Credit First Nation.

## Local Impact

- Since our inception in 1997 we have granted over \$10 million to charities across Brantford, Brant County, Six Nations of the Grand River and the Mississaugas of the Credit First Nation.

# City of Brantford Community Grant Program

- History of BCF & City Grants
- Program Overview
- Program Purpose
- Timelines & Important Dates

# City of Brantford Community Grants Program Overview

- The Brant Community Foundation began granting for the City of Brantford Community Grants Program in 2001.
- The City is proud to work with local non-profit organizations to help build a stronger and more vibrant community.
- The City is committed to working with local charities and nonprofit organizations to facilitate opportunities to enhance community wellbeing through programs serving a variety of sectors.
- City Grants help to shape the vitality and sense of belonging in our community.

# City of Brantford Community Grants

## Purpose

- 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.



# 2025-2026 Grant Round Process

## Round 2

Applications  
Available  
March 19<sup>th</sup>  
2026

Applications  
Filled Out  
Online

Applications  
Submitted by  
April 15<sup>th</sup> 4PM

Committee  
Review  
Process  
June

Notice of  
Decision  
June



# City of Brantford Community Grants Eligibility Criteria

# General Eligibility – All Streams

- ▶ Applicants must be a non-profit organization.
- ▶ Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be eligible.
- ▶ Mandatory supporting documents:
  - ▶ List of Board of Directors, Steering Committee, or Volunteer Committee members.
  - ▶ Most recent financial statements (do not have to be audited).
  - ▶ Annual budget for the current year.
  - ▶ Budget for Funding Request (specific to project/program/event being applied for).
  - ▶ By-laws, Terms of Reference, or other governance documents.
- ▶ Applicants must only submit one application per grant stream within a grant year (Fall 2025 – Spring 2026).
- ▶ City Grant cannot be the only primary source of funding: other sources of potential funding have been explored.
- ▶ 75% of the individuals and/or groups served by the funding request must be Brantford residents.

# Demonstration of Community Benefit

- ▶ Proposed projects must be for the benefit of the Brantford community, not for an individual's or organization's profit.
- ▶ Applicants must demonstrate that their proposed project addresses an identifiable need in the community (such as addressing an underserved demand, represents an innovative approach to delivering a service or program, or engages equity deserving individuals and/or groups).

## Project Alignment - City of Brantford Community Safety & Wellbeing Plan

The proposed project must align with at least one of priorities of the City of Brantford Community Safety and Wellbeing Plan. Learn more about the Plan at this link:

<https://www.brantford.ca/en/your-government/community-safety-and-well-being-plan.aspx>

- Access to Healthcare
- Food Security
- Substance Use and Mental Health
- Intimate Partner and Gender-Based Violence
- Climate Change
- Truth and Reconciliation
- Housing Solutions
- Inclusive, Safe, and Vibrant Neighbourhoods
- Economic and Community Investment
- Children and Youth
- Older Adults



# City of Brantford Community Grants Grant Stream Descriptions & Examples

# City Grants – Grant Stream Overview

Operational	Start-Up / Capital	Event
Max Request: \$10,000	Max Request: \$15,000	Max Request: \$5,000
Description: All applications for the operational costs of launching of new programs, ongoing operations of existing programs, or the expansion of existing programs must be submitted under this stream.	Description: All applications for the expansion or renovation of a facility owned by the applying organization AND/OR the purchase, replacement or repair of equipment required to start-up a new program or expand an existing program.	Description: All applications for new or annual community events.

- Applicants can only apply to a grant stream once per grant year.
- For example, if an applicant applies for an operational grant in Round 1, they cannot apply to an operational grant in Round 2.

# City Grants – Operational – Eligible Expenses

Examples of **eligible operational** expenses include but are not limited to:

- ▶ Staffing.
- ▶ Supplies.
- ▶ Marketing.
- ▶ Program materials.
- ▶ Food/items provided to community members (for example; food for programs addressing food insecurity).
- ▶ Rental fees.
- ▶ Utilities.
- ▶ Office supplies, postage.
- ▶ Website hosting fees.
- ▶ Advertising, promotion marketing expenses.
- ▶ Sporting equipment provided for participants of recreational programming.
- ▶ Operational costs of attaining charitable status such as insurance, administrative Costs, legal services, professional services
- ▶ Operational costs for running non-religious programming in religious buildings. Example: staff dedicated to running a meal program, or food / supplies for a meal program offered in a religious building.

# City Grants – Operational – Ineligible Expenses

Examples of **ineligible operational** expenses include but are not limited to:

- ▶ Applications from the same organization for the same activities in more than one grant stream per grant year.
- ▶ Leasehold improvements for rental properties.
- ▶ Gift cards.
- ▶ Funding to provide or add to endowment funds.
- ▶ Funding to cover operating deficits or retire debts.
- ▶ Expenses incurred prior to the adjudication decision date.
- ▶ Fundraising costs.
- ▶ Funding for sectarian, religious, or political purposes.
- ▶ Expenses incurred prior to the adjudication decision date.
- ▶ Operational costs for running religious or political organizations.
- ▶ Operational requests related to religious activity.

# City Grants – Start-Up / Capital – Eligible Expenses

Examples of **eligible start-up / capital** expenses include but are not limited to:

- ▶ Equipment; for example, freezers for the expansion of food programs.
- ▶ Renovation or expansion of buildings owned by applying organization.
- ▶ Pre-development costs of construction projects; city permit applications, site preparation, architecture work fees; limit of one application per project total, regardless of site changes.

# City Grants – Start-Up / Capital – Ineligible Expenses

Examples of **ineligible start-up / capital** expenses include:

- ▶ Leasehold improvements for rental properties.
- ▶ Capital purchases that support an existing program, service, or project **without explanation** of how purchases will support expanding the existing program.
- ▶ Capital campaigns.
- ▶ Purchase of land and/or buildings.
- ▶ Purchase of gift cards.
- ▶ Expenses incurred prior to the adjudication decision date.
- ▶ Requests related to religious activity.
  - ▶ Repairs to religious buildings, even if non-religious programs are offered in these buildings, **are not** eligible.

# City Grants – Event Stream – Eligible Expenses

Examples of **eligible events costs** include but are not limited to:

- ▶ Direct event-related costs including venue and equipment rentals, permits, and supplies (events must be free, open to the public, to all ages, and not-for-profit).
- ▶ Expenses can be, but are not limited to, City-related expenses.
- ▶ Celebration of a milestone event (municipal or country centennial).
- ▶ Start-up of a new community festival or community show.
- ▶ Publication of a community book of community interest.
- ▶ Celebration of Royal Family or other celebrity visit.
- ▶ Brantford International Villages.
- ▶ Recurring annual events.
- ▶ Parades.
- ▶ Runs/walks.
- ▶ Concerts.
- ▶ Festivals.
- ▶ Celebrations.
- ▶ Live entertainment.
- ▶ Environmental clean-ups.
- ▶ Community tree plantings.
- ▶ Event related rentals.
- ▶ Promotional items, signage.
- ▶ Food.
- ▶ Personnel for events.

## City Grants – Event Stream – Ineligible Expenses

Examples of **ineligible event costs** include but are not limited to:

- ▶ Damage deposits.
- ▶ Deficits or funding shortfalls.
- ▶ Property taxes.
- ▶ For profit events.
- ▶ Events that have occurred prior to funding being released.
- ▶ Summer camp (summer camps are eligible under operating stream).
- ▶ Private events.
- ▶ Events that incite any form of discrimination, hate, and/or violence.
- ▶ Recurring weekly events such as drop in programming (recurring weekly programming is eligible under operating stream).

# City of Brantford Community Grants Required Documents

- ▶ Types of Required Documents
- ▶ Examples of Accepted Documents

# Required Documents

- ▶ Financial Statements
- ▶ Annual Operating Budget
- ▶ Budget for Requested Funds
- ▶ Governance Documents
- ▶ List of Board Members

# Financial Statements

One of the following examples is acceptable as a financial statement:

- ▶ Audited Financial Statements
- ▶ Balance Sheets: Show an organization's current assets, liabilities, and equity.
- ▶ Profit & Loss Statement / Income Statement / Statement of Operations: Shows an overview of an organization's revenues, expenses, and net income over a specific period of time.
- ▶ Cash Flow Statement: Tracks the movement of cash into and out of the organization based on multiple categories; it shows where an organization's money is coming from, and how it is being spent.

## **Ineligible Financial Statements – Examples**

- ▶ Annual Budgets.
- ▶ Bank statements / balance.
- ▶ Statements lacking detail – for example, income statements with only total revenue and expenses that are not itemized.

# Annual Operating Budgets

- ▶ A statement of expected revenues and expenses over 12 months.
- ▶ Annual budgets need to cover at least part of the current year.
- ▶ Need to show total operating annual revenue and expenses for the organization, not just the project requiring funds.
- ▶ Need to show itemized revenue sources and expenses.

## **Ineligible Examples of Operating Budgets**

- ▶ Prior Year's Budget
- ▶ Budgets that only contain items for the requested funding and not the entire operating budget (a Project Budget is a separate requirement for the application).
- ▶ Budget that only contains expenses – must also show expected sources of revenue (example: other grants).

# Budget for Funding Request

- ▶ Budget specific to requested operating costs / project costs/ event costs.
- ▶ Include Estimated Revenue: *Provide itemized sources and amounts* of estimated revenue such as fees, donations, earned revenue, and fundraising (specific), grants requested, funding confirmed and how much is being requested from the City of Brantford.
- ▶ Include Estimated Expenses: List items for which funding is requested and amounts, including salaries, fees, honoraria, printing, materials and supplies, advertising and promoting, office expenses, location or service fees.

# Governance Documents

## **List of Board of Directors**

- ▶ Include a list of members on your Board of Directors or Steering Committee, including Name and Position Title (Chair/President, Vice Chair/ Vice President, Secretary, Treasurer, Member).

## **By-Laws or Terms of Reference**

- ▶ By-laws: outline an organization's structure, decision-making process, and rights and responsibilities of members and board.
- ▶ Terms of Reference: outline the purpose and structures of a committee or smaller group within an organization.

# City of Brantford Community Grants Online Application Process

- ▶ Accessing GLM
- ▶ GLM Dashboard
- ▶ Online Application

# Accessing Application

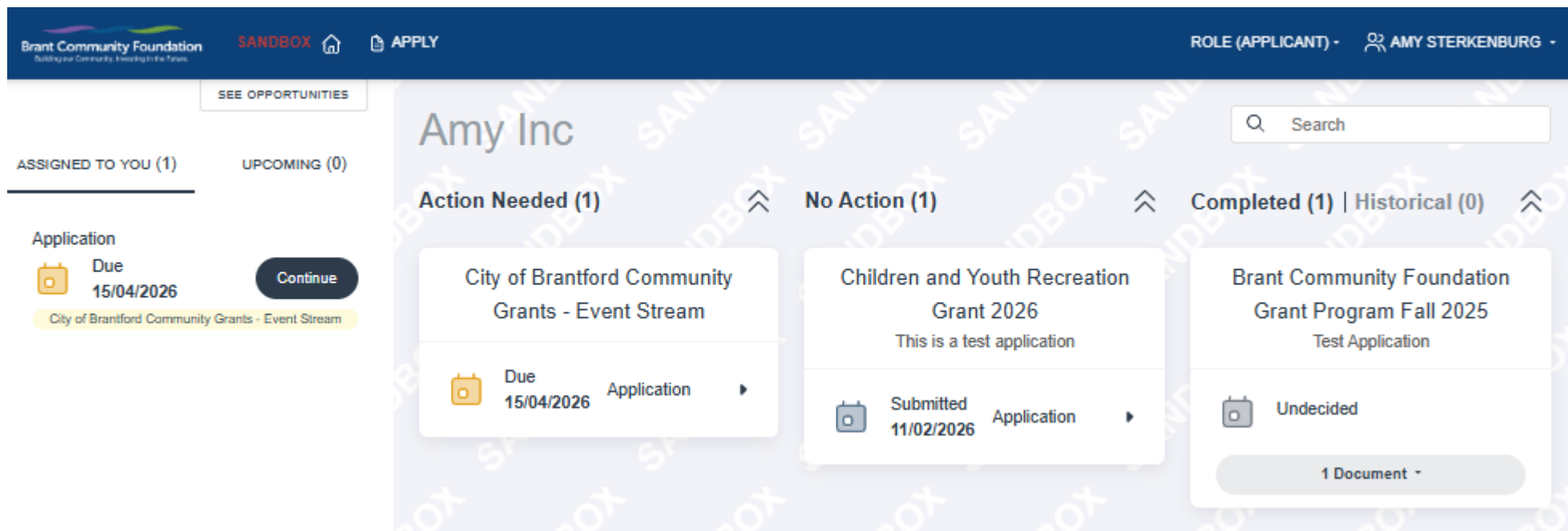
- Access application via the Logon Page:

<https://www.grantinterface.ca/Home/Logon?urlkey=brantcf>

- New Users: Click "Create New Account"
- Existing Users: Log in, or use "Forgot your Password" link if you need to reset.
- If you have used GLM to apply to Brant Community Foundation Grant funding, use the same login information – do not create a new account.
- If you are unsure if account exists, contact [grants@brantcf.ca](mailto:grants@brantcf.ca)

# Applicant Dashboard

- When you first log onto your account, you will land on your “Dashboard”
- New: “To-Do” or “Assigned to You” Column, Action Needed Column, No Action Needed Column, and Completed/Historical Requests Column.
- To access your Dashboard from other pages on the site, click the House icon on the top of the page beside the BCF Logo.



# “Assigned To You” Panel

- ▶ “To Do” or “Assigned to You” panel on left side of dashboard displays actions that can be taken on any active or collaboration requests assigned to the applicant.
  - ▶ Collaboration requests and any forms assigned to the applicant, including Grant Agreement Forms and Evaluation Reports
  - ▶ Applicants can Accept, Continue, or Start any requests or forms from this tab.

The screenshot shows the 'Assigned To You' panel for Amy Inc. The panel is titled 'ASSIGNED TO YOU (1)' and 'UPCOMING (0)'. Under 'ASSIGNED TO YOU (1)', there is one application: 'City of Brantford Community Grants - Event Stream'. The application has a due date of '15/04/2026' and a 'Continue' button. A yellow arrow points to the 'Continue' button. The application is also listed in the 'Action Needed (1)' section on the right side of the dashboard.

Brant Community Foundation  
Building our Community. Investing in the Future.

SANDBOX APPLY

SEE OPPORTUNITIES

Amy Inc

ASSIGNED TO YOU (1) UPCOMING (0)

Application

Due 15/04/2026 [Continue](#)

City of Brantford Community Grants - Event Stream

Action Needed (1)

City of Brantford Community Grants - Event Stream

Due 15/04/2026 Application

# Request Section

- ▶ The request section of the applicant dashboard contains the same request information in the To Do panel in four columns: Action Needed, No Action, Completed, and Historical.
- ▶ The search bar can be used to find specific requests from any column.
- ▶ The Action Needed column displays any forms that are due, including Grant Agreement forms and Evaluation Forms.

Amy Inc

Action Needed (1)

City of Brantford Community Grants - Event Stream

Due 15/04/2026 Application

Brant Community Foundation  
Building our Community. Investing in the Future.

SANDBOX APPLY

ROLE (APPLICANT) - AMY STERKENBURG

SEE OPPORTUNITIES

ASSIGNED TO YOU (1) UPCOMING (0)

Application Due 15/04/2026 Continue  
City of Brantford Community Grants - Event Stream

Amy Inc

Action Needed (1) No Action (1) Completed (1) | Historical (0)

City of Brantford Community Grants - Event Stream  
Due 15/04/2026 Application

Children and Youth Recreation Grant 2026  
This is a test application  
Submitted 11/02/2026 Application

Brant Community Foundation Grant Program Fall 2025  
Test Application  
Undecided  
1 Document

Search

# Request Section

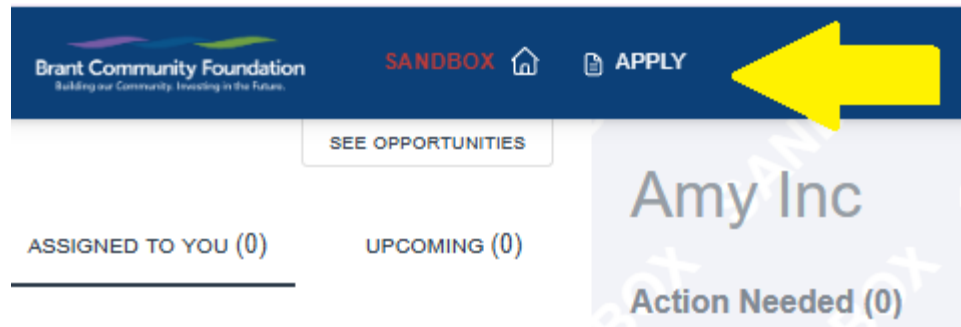
- ▶ The No Action column displays forms that do not need further action from the applicant as administrators process the request.
- ▶ The Completed column displays requests that have been approved and have had all follow ups marked complete.
- ▶ The Historical column displays requests from the applicant that have been closed, denied, or abandoned.

The screenshot shows the user interface for the Brant Community Foundation application portal. The user is logged in as Amy Sterkenburg, an applicant. The main content area is titled "Amy Inc" and features a search bar. Below the search bar, there are three columns: "Action Needed (1)", "No Action (1)", and "Completed (1) | Historical (0)".

- Action Needed (1):** Contains one application: "City of Brantford Community Grants - Event Stream". It is due on 15/04/2026 and has a "Continue" button.
- No Action (1):** Contains one application: "Children and Youth Recreation Grant 2026". It is a test application, submitted on 11/02/2026, and is due on 15/04/2026.
- Completed (1) | Historical (0):** Contains one application: "Brant Community Foundation Grant Program Fall 2025". It is a test application, undecided, and has 1 document.

Two yellow arrows point to the "Submitted" date and the "1 Document" button in the "No Action" and "Completed" columns, respectively.

# View Current Funding Opportunities



- Click Apply on the top left of the page.
- This will take you to the Apply Page.

# Apply Page

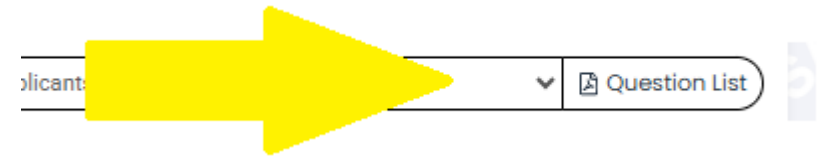
- You will land on the Apply Page, where all open funding opportunities will be listed.
- Click on the Apply button under the City of Brantford Community Grants.

The screenshot shows the Brant Community Foundation website interface. At the top, there is a navigation bar with the Brant Community Foundation logo, a 'Sandbox' button, an 'Apply' button, and a user profile for 'AMY STERKENBURG'. Below the navigation bar, the user's name 'Amy Inc' is displayed. A search bar is located in the top right corner. The main content area features a grid of funding opportunity cards. Each card includes the Brant Community Foundation and City of Brantford logos, the title of the grant, a brief description, and a 'See More' link. The 'City of Brantford Community Grants - Operational Stream' card is highlighted with a yellow arrow pointing to its 'Apply' button. The 'Apply' button is a dark blue rounded rectangle with white text. Other cards include 'City of Brantford Community Grants - Event Stream', 'City of Brantford Community Grants - Start-Up Capital Stream', and 'Children and Youth Recreation Grant 2026'. The 'Apply' button for the 'Operational Stream' card is the one being pointed to by the yellow arrow.

This is a detailed view of the 'City of Brantford Community Grants - Operational Stream' funding opportunity card. It features the Brant Community Foundation logo on the left and the City of Brantford logo on the right. The title is 'City of Brantford Community Grants - Operational Stream'. Below the title is the heading 'CITY OF BRANTFORD COMMUNITY GRANTS' followed by a paragraph describing the grant: 'The City Grants program was established to improve community wellbeing through support of programming related to a variety of sectors. Funded by the City's revenue sharing agreement with OLG Casino Brantford and administered by the Brant Community Foundation (BCF), City Grants are awarded to qualifying local organizations based on specific eligibility criteria.' At the bottom of the card, there is a 'See More' link, a calendar icon indicating the closing date 'Closes 15/04/2026', a 'Preview' button, and an 'Apply' button. A large yellow arrow points to the 'Apply' button.

# Application

- Five main sections of Application:
  1. Eligibility Check
  2. Required Documents
  3. Applicant Details
  4. About Your Organization
  5. About Your Funding Request – contains tables for Breakdown of Funding Request and Funding Request Budget
- Question List button – provides PDF of application questions.



# Required Documents

- Most recent annual financial statements (audited if available).
- Organization's annual budget.
- List of board members
- By-laws (if BCF does not have them on file – if you are unsure, contact [grants@brantcf.ca](mailto:grants@brantcf.ca)).
- Budget specific to funding request – fillable form within application.

Required Documents

**Attach your organization's most recent annual financial statements.\***  
Upload audited statements if available. Please note an annual budget does not qualify as a financial statement. Accepted forms of financial statements are outlined in the full guidelines available at:  
 [10 MiB allowed]

**Upload the organization's itemized Annual Operating Budget for the current year.\***  
Include itemized sources of revenue AND expected expenses over a 12 month period. This period must at least partially cover the year in which you are applying.  
 [5 MiB allowed]

**Upload the budget specific to the requested funds.\***  
Include Estimated Revenue: Provide itemized sources and amounts of estimated revenue such as fees, donations, earned revenue, and fundraising (specific), grants requested, funding confirmed and how much is being requested from the City of Brantford.  
Include Estimated Expenses: List items for which funding is requested and amounts, including salaries, fees, honoraria, printing, materials and supplies, advertising and promoting, office expenses, location or service fees.  
If this is a Group / Team travel grant, include items such as registration, travel expenses and accommodation.  
Examples of eligible and ineligible funding request items are listed in the full guidelines, available here:  
 [5 MiB allowed]

**List of Board Members\***  
Upload a list of Board or Committee Members, including names and position titles.  
 [1 MiB allowed]

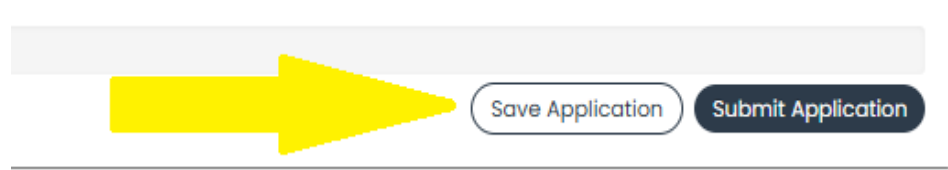
**By-Laws or Terms of Reference\***  
Are you submitting your by-laws or terms of reference with this application, or does the Brant Community Foundation have them on file? If you are unsure if the Foundation has your by-laws on file, please contact [grants@brantcf.ca](mailto:grants@brantcf.ca)

By-Laws are being submitted with this application  
 The BCF has our by-laws on file

**Upload By-Laws or Terms of Reference if we do not have them on file.**  
 [10 MiB allowed]

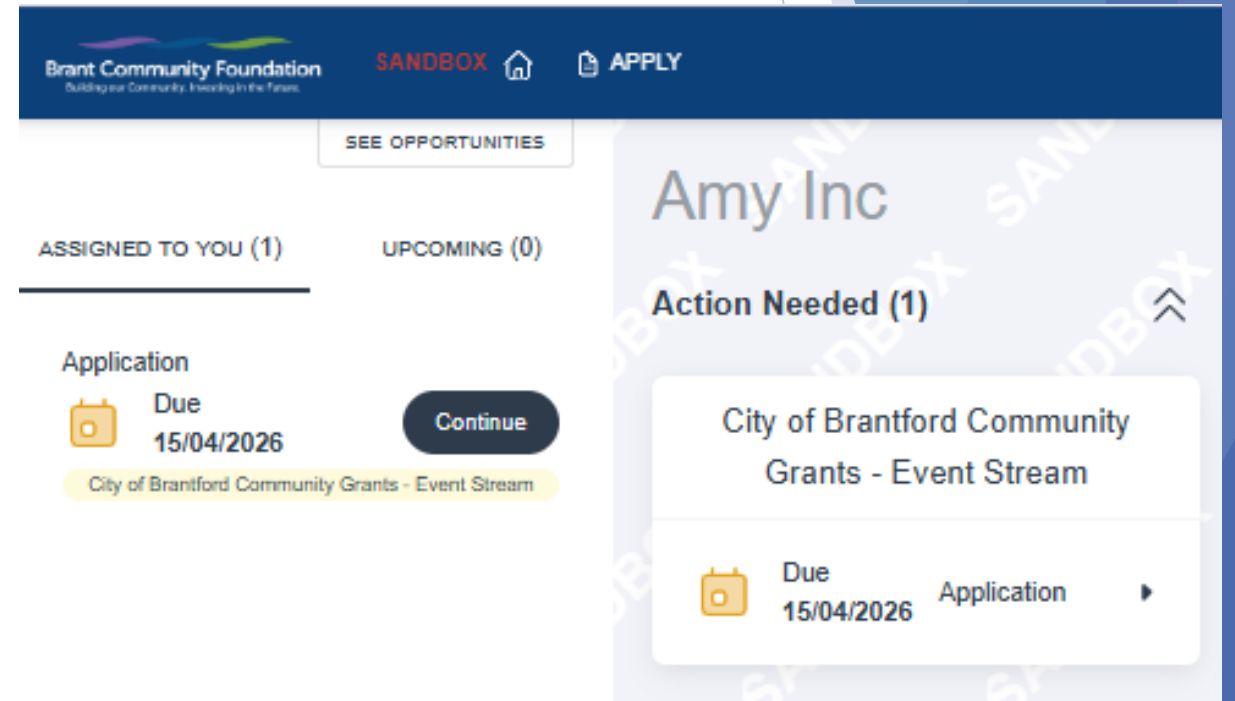
# Saving Application

- You can click Save Application to come back later.



- If you save and exit the system, you will access the draft of the application on the left side of your dashboard the next time you log in.


- Pick back up where you left off by clicking the Continue link to the right of the request.





# Submitted Application

- Once you've completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Once an application is submitted, you can no longer edit it.
- Once an application has been submitted, it will appear on your Dashboard under the "No Action" column.
- You can click on "Application" beside the Submitted date to view the application you have submitted – you can download a copy of your submitted application from this link.

**Due by 10/12/2025 04:00 PM EST.**

Abandon Request  Save Application **Submit Application**

**No Action (3)**  **Completed (3) | Historical (1)** 

<b>Children and Youth Recreation Grant 2023</b> Soccer Field Restoration	<b>Brant Community Foundation Grant Program Fall 2025</b> Test Application
Submitted 22/03/2023 Application	Undecided
Submitted 23/10/2023 Application	1 Document
<b>2025 City of Brantford Community Grants - Round 1 Test</b>	<b>Brant Community Foundation Process 2023</b> Evaluator Tutorial Project
Submitted 03/09/2025 Application	Approved 16/07/2024
	1 Document
	<b>Brant Community Foundation Process Fall 2022 Grant Project</b>
	Approved 29/11/2022
	1 Document

# Grant Writing

- ▶ Tips for Writing Grants
- ▶ Grant Vital Signs 2024
- ▶ Common Reasons for Disqualification
- ▶ Final Reminders
- ▶ Important Links

## Tips for Writing Grants

- Apply in the correct grant stream for your request.
- Make sure that your organization is eligible for the grants.
- Do not apply for the same need in all three grant streams.
- Ensure your program or project meets the criteria.
- All applications have a deadline – make sure that the application is in before the deadline.
- Fill out all applicable sections in the application.
- Provide necessary documents: Financial Statements, Budgets – operating; project, By-Laws
- Demonstrate that the proposed project addresses an identifiable need in the community.
- Make use of the additional information question.
- We cannot advise applicants on what they should apply for.

# Brant's Vital Signs

- Community-driven data program, measures vitality of a community through local data.
- Check out Vital Signs report for valuable statistics, [www.brantcf.ca](http://www.brantcf.ca), under publications.
- Many segments will provide supporting information for applications.
- Applications for City Grants require alignment with at least one priority from City of Brantford's Community Safety and Wellbeing Plan.

# Common Reasons for Disqualification

- ▶ Late Applications
- ▶ Missing Documents or Incorrect Documents
- ▶ Ineligible Funding Requests
- ▶ Applying to Same Stream as Previous Grant Round
  - ▶ Applicants cannot apply for the same grant stream twice in one granting year.
  - ▶ Applicants cannot apply for the same project under a different stream – this is considered a repeat application.
- ▶ Lacking Brantford Specific Impact
  - ▶ At least 75% of the individuals and/or groups they serve through the requested funding must be Brantford residents.
  - ▶ If an application comes from an Organization not based in Brantford, the application must be clear and specific about how the funds will be used to benefit Brantford.
  - ▶ For example; stating that an event will be held in Brantford is not enough detail. The committee will require specific information about venue, dates, and anticipated attendees.

## You've Received a Grant – Now What?

- ▶ Congratulations!
- ▶ You will be notified via email.
- ▶ Supply EFT information to receive funds.
- ▶ We would like an acknowledgement of the grant in your marketing materials, website, social media – follow us!
- ▶ Consider inviting us for a 'cheque' presentation or annual general meeting – we would love to come.
- ▶ An online agreement must be completed – will be on the "To Do Panel" on your dashboard.
- ▶ Access Evaluation form under "To Do Panel" on your dashboard.

# Stay in Touch

- Grant reports (as required).
- Program visits.
- Watch our newsletter for any emerging grant opportunities.
- Subscribe to Newsletter - email [grants@brantcf.ca](mailto:grants@brantcf.ca)

# Important Links

Brant Community Foundation Website:

- ▶ <https://brantcommunityfoundation.ca/>

GLM Grant Application Portal:

- ▶ <https://www.grantinterface.ca/Home/Logon?urlkey=brantcf>

City of Brantford Community Safety & Wellbeing Plan

- ▶ <https://www.brantford.ca/en/your-government/community-safety-and-well-being-plan.aspx>

GLM Grant Portal: Applicant Resources

Applicant Dashboard:

- ▶ <https://support.fondant.com/hc/en-us/articles/4404573467799-Applicant-Dashboard>

Applicant Tutorial:

- ▶ <https://support.fondant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>

## Frequently Asked Questions

### **Q. What is the difference between City Grants and Brant Community Foundation (BCF) Grants?**

A. City Grants are open to non-profit organizations that serve the City of Brantford. Applicants do not need to be registered charities or incorporated. City Grants run twice a year, in the late fall and spring. BCF Grants are open to registered charities in Brantford, Brant County, Six Nations of the Grand River, and the Mississaugas of the Credit First Nation. BCF Grants run once a year, in September – October.

### **Q. Do organizations need to be registered or incorporated to be eligible?**

A. Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be eligible for the City Grants program, as long as they can complete the online application and provide the necessary documentation specific in the guidelines.

### **Q. When does a granting year run for the City Grants?**

A. The granting year for the City Grants runs from Fall to Spring. Round 1 of the City Grants takes place in the fall, and Round 2 takes place the following Spring. For example – Round 1 runs from November – December 2025. Round 2 runs from March – April 2026 (exact dates may vary).

## Frequently Asked Questions

### **Q. How do I know which stream to apply to?**

A. Descriptions and examples of eligible and ineligible funding requests for each stream are available in the full guidelines.

### **Q. How many times per granting year can the same organization apply?**

A. Applicants can only submit one application per grant stream within a grant year (a grant year runs from Fall – Spring). For example – if an applicant applies in the Operational Stream in Round 1, they cannot apply in the Operational Stream in Round 2.

### **Q. Do other sources of funding need to be secured at the time of applying for a City Grant?**

A. Applicants must demonstrate that the City Grant would not be their only primary source of funding, and that other sources of potential funding have been explored. However, this does not mean that funding has to be secured at the time of applying. Applicants must demonstrate they have researched other sources of funding by listing potential funding sources other than the City grants, and the amount of funding that will be sought from each source.

## Frequently Asked Questions

**Q. Can organizations based outside of the City of Brantford apply for funding through the City Grants program?**

A. 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 through the requested funding are Brantford residents.

**Q. Can applicants work on grants offline and then transfer it to the online portal?**

A. Applicants can write answers in a Word document and copy / paste the text into the text boxes on the online portal. A list of application questions are available on the Brant Community Foundation website on the City of Brantford Grants Program page.

**Q. What happens if my project changes after receiving funding?**

A. The Foundation must approve changes in writing before they are implemented, including budget allocation and changes to compensation. Approval for redirection of funds needs to be obtained from Anne Marie Peirce, Executive Director of the Foundation.

# Thank you!

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