

Brant Community Foundation Grant Program

- Maximum Grant Request: \$12,500

Program Description

The Brant Community Foundation invites applications for funding from charities in Brantford, Brant County, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation. The Foundation is a 360-degree granter and makes grants to benefit a wide variety of causes. These include community development, education, health and social services, arts, culture, heritage, environment, food and housing security, recreation, and more. We provide grants that support local initiatives and develop special opportunities.

Eligibility

- Applicants must be a registered charity or a non-qualified donee sponsored by a registered charity in good standing with the CRA.
- In the case of a non-qualified donee partnership with a registered charity, a sponsorship agreement signed by both parties must be submitted as part of the electronic application.
- Only one application will be accepted per registered charitable number. A registered charity sponsoring a non-qualified donee waives the opportunity to apply for a grant from the Brant Community Foundation in this round.
- Projects must have a well-defined purpose and cover a specific time period.
- Grants are open to organizations serving any of the following geographic areas: Brantford, Brant County, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation.

Guidelines

- The application consists of the completed application form, the organization's most recent financial statements, annual operating budget, funding request breakdown, project / event budget (for project / event requests), and list of board members.
- The applicant must also submit a copy of the organization's by-laws the first time they apply to the Foundation.
- Priority will be given to grants that strengthen and enhance the communities served by the Brant Community Foundation.
- Approval of a grant in one year does not commit the Foundation to future funding.
- Some grants may be given for the start-up phase of long-term projects which will fill a recognized need in a unique way. Proposals should include a realistic plan for viability beyond the pilot stage, and provision for an evaluation.

Ineligible Requests

- Capital campaigns and site studies.
- Covering operating deficits or retiring debts.
- Providing grants to endowment funds.
- Sectarian, religious, or political purposes.
- Sponsorship of events.
- Exchange programs.
- Purchase of land and/or buildings.
- Travel and conferences.
- Research purposes.
- Purchase of gift cards.
- Leasehold improvements of rental space.
- Grants to individuals.
- Any expenses incurred prior to the grant committee's decision date.
- More than one application per charitable registration number.

Required Documents

- List of board members.
- Organization's most recent financial statements.
- Organization's annual operating budget for their current or upcoming fiscal year.
- Organization's by-laws.
- Breakdown of funding request – this is a fillable form within the application.
- Complete project or event budget – required for project or event requests.

Financial Statements

- Financial statements are documents that provide an overview of an organization's overall financial health.
- There are websites that have examples of the below financial statements, as well as free templates you can use to create financial statements for your organization.
- Financial statements do not have to be audited.

Acceptable Financial Statements - Examples

- Audited financial statements: financial statements extensively reviewed by a Chartered Professional Accountant.
- Balance sheets: show an organization's current assets, liabilities, and equity.
- Profit and loss statement / income statement / statement of operations: shows an overview of an organization's revenues, expenses, and net income over a specific period.
- 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 – e.g. 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 organization's current fiscal 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.

Acceptable Operating Budgets - Examples

- Operating budget for your organization's current or upcoming fiscal year.

Ineligible Operating Budgets - Examples

- Operating budgets for your organization's past fiscal years.
- Budgets that only contain items for the requested funding and not the entire operating budget (a budget specific to the funding request is a separate requirement for the application).
- Budget that only contains expenses – must also show expected sources of revenue (e.g. other grants).

Budget for Funding Request

- A table within the application form must be filled out showing the breakdown of the requested funding. Figures will total the amount requested.
- Funding requests for projects or events: A complete event or project budget table within the application form must be filled out detailing all expenses and sources of funding.

Governance Documents

A set of rules and procedures that govern how an organization operates.

Acceptable Governance Documents - Examples

- 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.

Ineligible Governance Documents - Examples

- Articles of Incorporation.

Board of Directors or Steering Committee – Member List

- Include a list of members on your board of directors or steering committee, including names and position titles (chair/president, vice chair/ vice president, secretary, treasurer, member).