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

National Context – Community Foundations

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.

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, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation, by attracting donations and ensuring the responsible stewardship of our permanent endowment.

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: Brantford, Brant County, the 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, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation.

City of Brantford Community Grants

- HISTORY OF BCF & CITY GRANTS
- PROGRAM OVERVIEW
- PROGRAM PURPOSE
- TIMELINES & IMPORTANT DATES

City Grants Program Overview

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

City Grants Program 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.

City Grants - Annual Grant Cycle

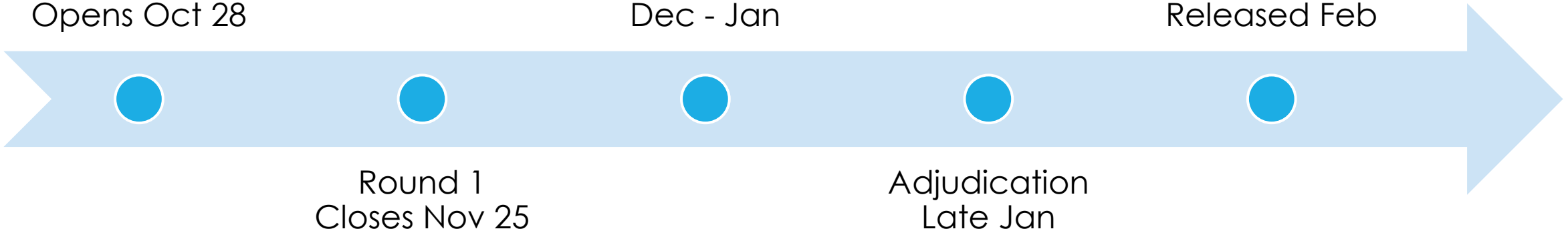
The City Grants program operates on annual grant cycle consisting of two application rounds.

- Round 1 opens in October and closes in November.
- Round 2 opens the following March and closes in April.

Although the two application rounds occur across two calendar years, they are considered part of the same grant year. The 2026/2027 Grant Year for the City Grants program is:

- Round 1: October – November 2026
- Round 2: March – April 2027

2026-2027 City Grants Timeline



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 2026-Spring 2027).
- 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 underserviced demand, represents an innovative approach to delivering a service or program, or engages equity deserving individuals and/or groups).

City of Brantford Community Safety & Well-being Plan

- The proposed project must align with at least one of the priorities of the City of Brantford Community Safety and Well-being 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

Grant Streams Descriptions

ELIGIBLITY & EXAMPLES

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.

Grant Streams

- Applicants may submit **one application per grant stream** (Operational, Event, Start-Up / Capital) within a grant year. Example: If an applicant applies to an Event Stream in Round 1, they cannot apply to the Event Stream in Round 2 (including if the event was not funded in Round 1).
- Applicants cannot apply for the same project under multiple streams. This is considered a repeat application and will be disqualified.

City Grants – Operational Stream
Eligible Requests

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

- Staffing.
- Supplies.
- Program materials.
- Rental fees.
- Utilities.
- Office supplies, postage.
- Website hosting fees.
- Advertising, promotion, and marketing expenses.
- Food/items provided to community members (for example; food for programs addressing food insecurity).
- 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 Stream
Ineligible Requests

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.

City Grants – Start-Up / Capital Stream
Eligible Requests

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 Stream
Ineligible Requests

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

- 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 Requests

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

- Direct event-related costs including venue and equipment rentals, permits, and supplies (events must be 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 Requests

Examples of **ineligible event** expenses 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).

Required Documents

DESCRIPTIONS & EXAMPLES

Required Documents

- Financial Statements
- Annual Operating Budget
- Governance Documents
- List of Board Members
- Funding Request Breakdown: Table within Application
- Project / Event Budget: Table within Application

Financial Statements

Any 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 Budget

- A statement of expected revenues and expenses over 12 months covering your organization's current or upcoming 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.

Ineligible Operating Budgets - Examples

- 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).

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.

Funding Request Budgets Tables within Application

- All Streams: Provide a breakdown of the requested funds.
  - The itemized amounts totalled should equal the amount requested.
- Operational Stream: Other sources of operational funding.
- Start-Up / Capital Stream: Project Budget (Expenses & Sources of Funding)
- Event Stream: Event Budget (Expenses & Sources of Funding)

How to Apply

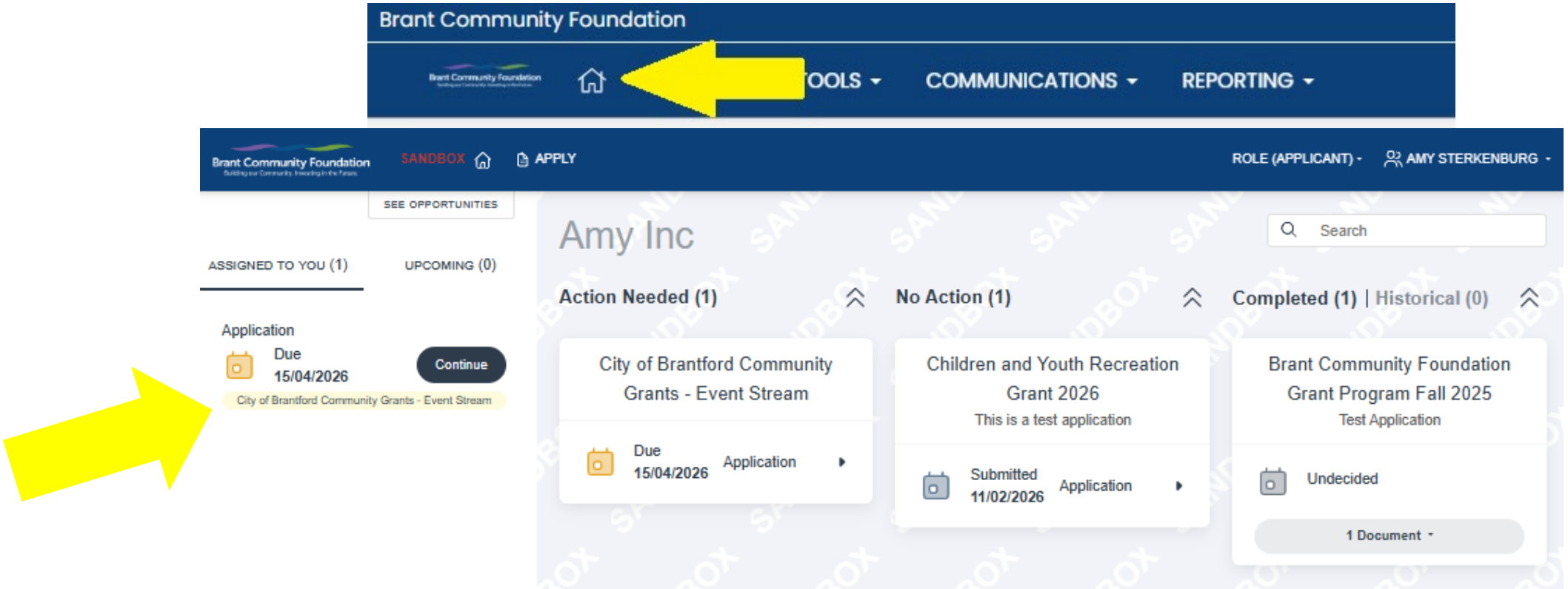
- ACCESSING GRANT LIFECYCLE MANAGER
- GLM APPLICANT DASHBOARD
- ONLINE APPLICATION

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

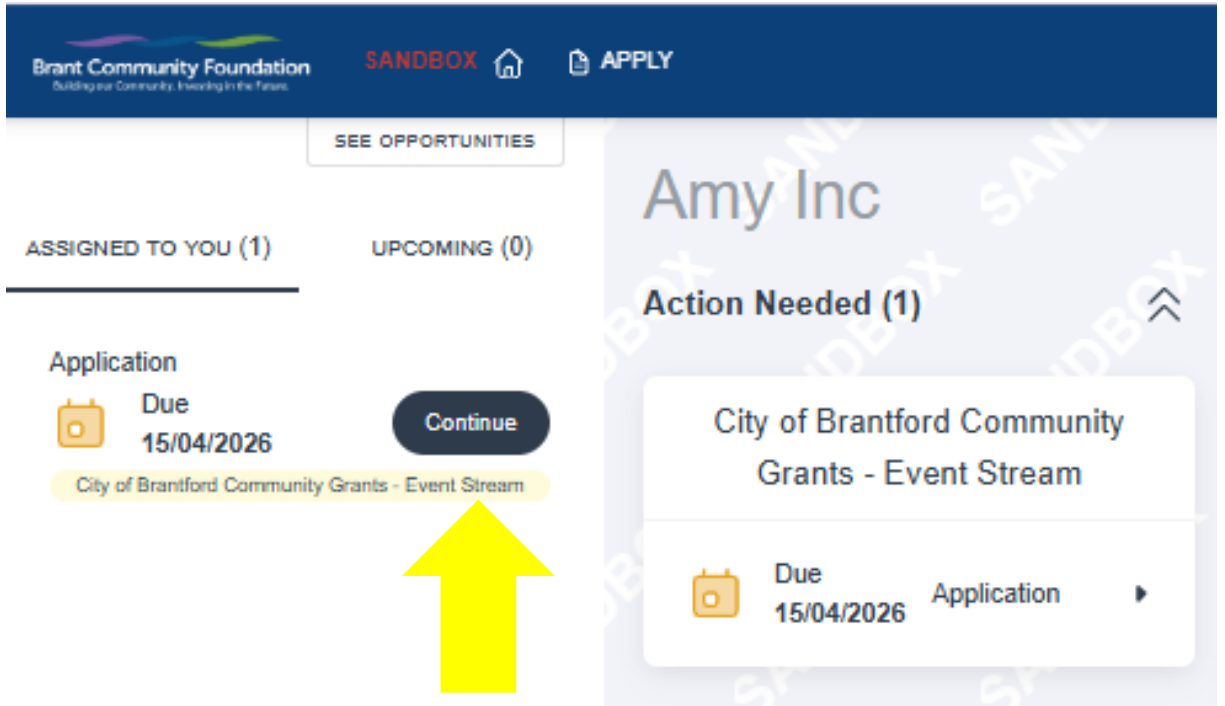
Applicant Dashboard

- When you first log onto your account, you will land on your "Dashboard"
- "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.



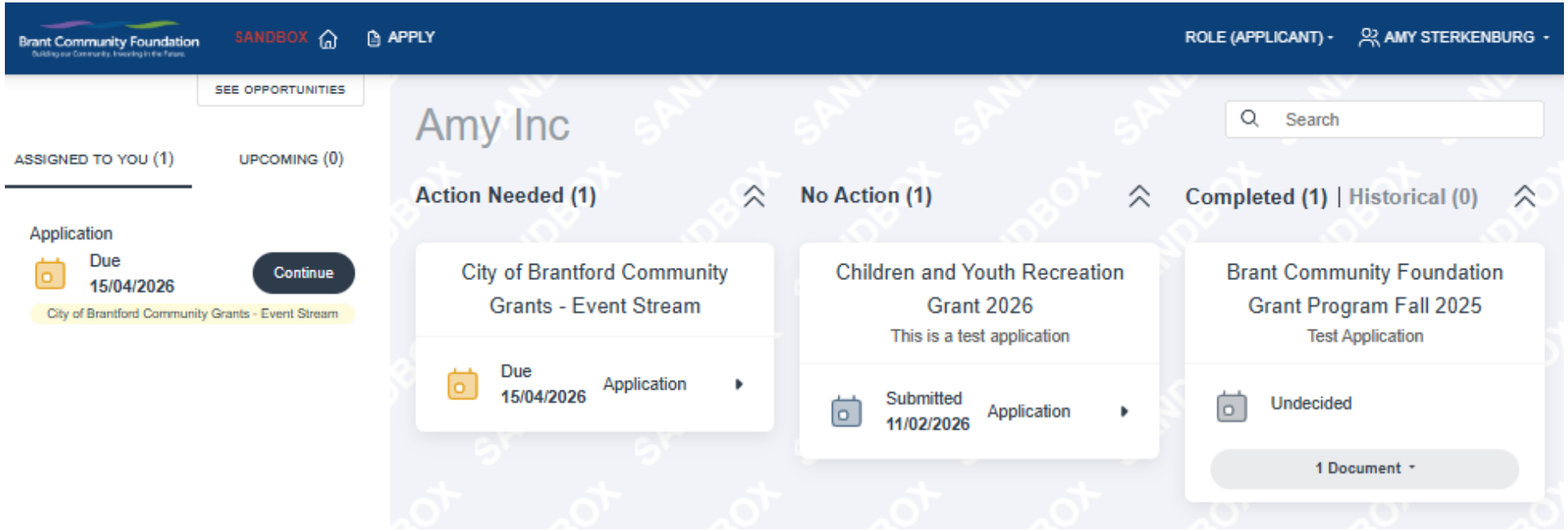
"Assigned to You" Panel

- "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.
- Contains 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.



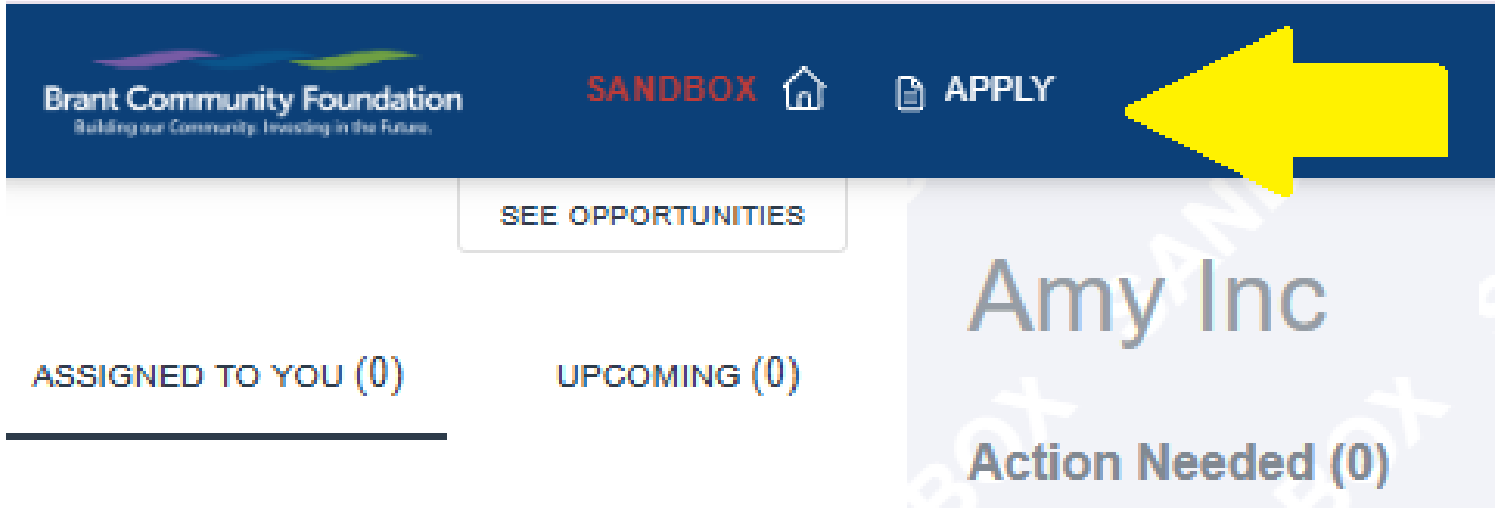
Request Section

- The search bar can be used to find specific requests from any column.
- **Action Needed column** displays any forms that are due, including Grant Agreement forms and Evaluation Forms.
- **No Action column** displays forms that do not need further action from the applicant as administrators process the request.
- **Completed column** displays requests that have been approved and have had all follow ups marked complete.
- **Historical column** displays requests from the applicant that have been closed, denied, or abandoned.



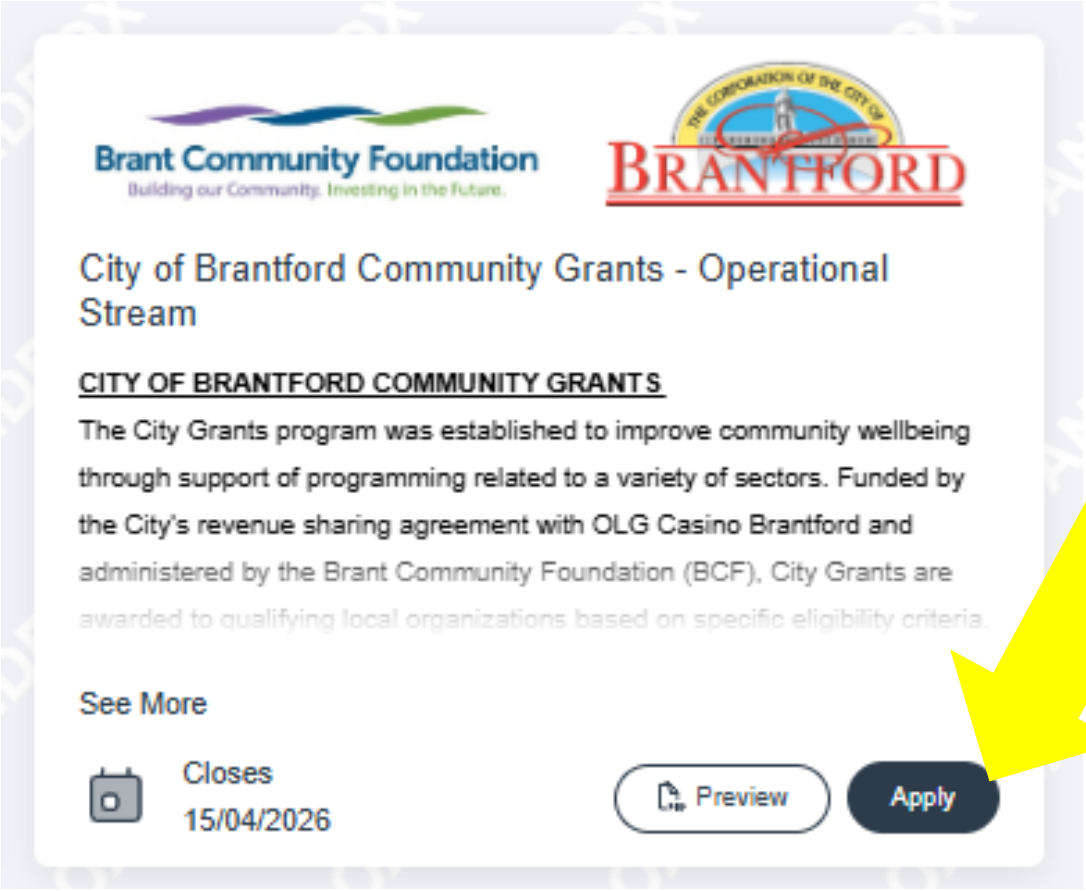
View Current Funding Opportunities

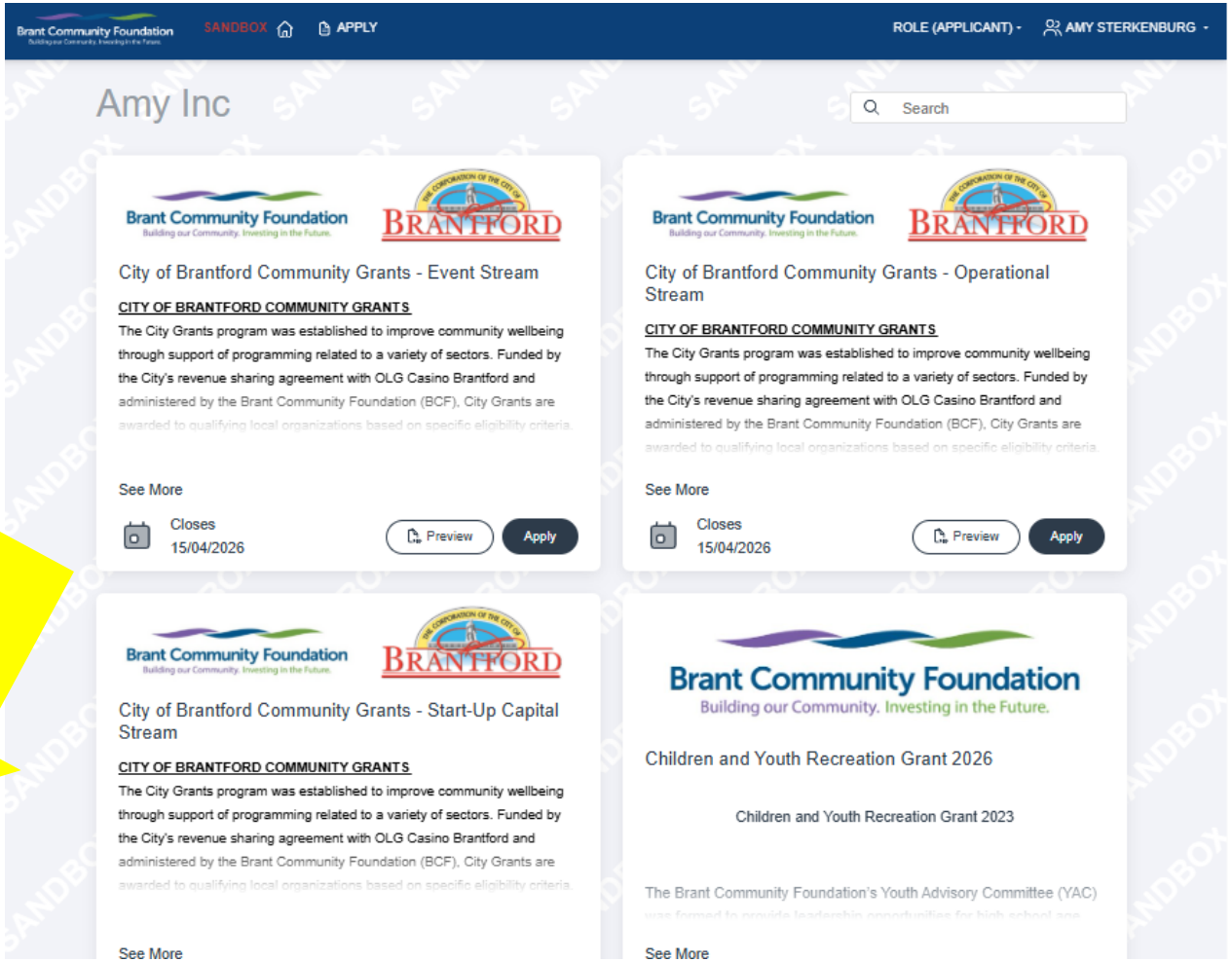
- Click Apply on the top left of page.
- This will take you to the Apply Page.



Apply Page

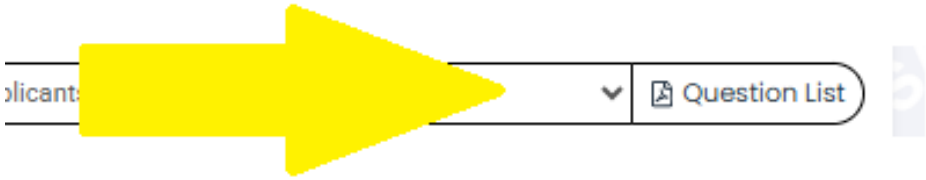
- You will land on the Apply Page, where all open funding opportunities will be listed.
- Click on the Apply button under the City of Brantford Community Grants.





Application Sections

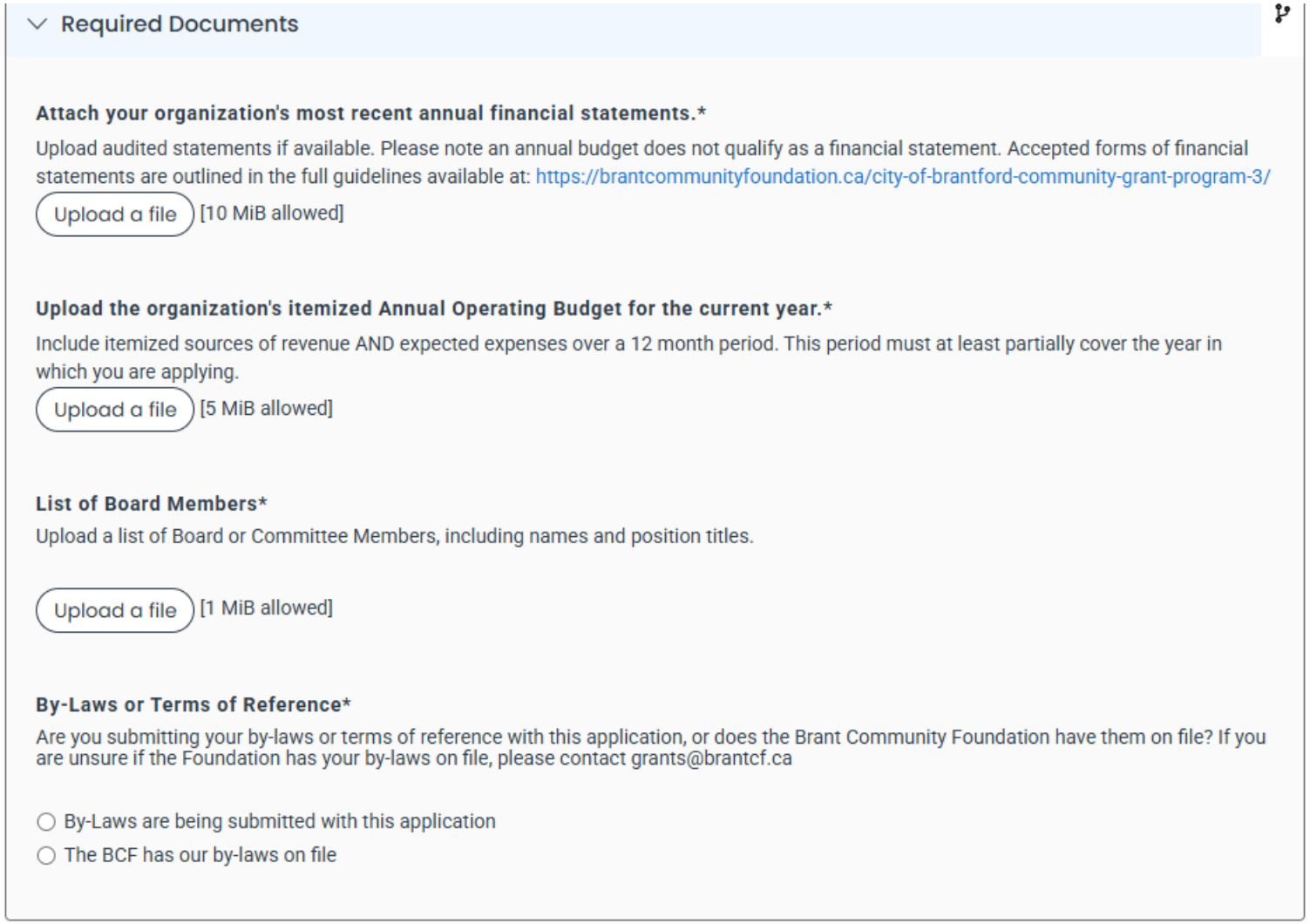
- Main sections of Application:
  1. Eligibility Check
  2. Required Documents
  3. Applicant Details
  4. About Your Organization
  5. About Your Funding Request
  6. Budget Tables (breakdown of funding request & project/event budgets)
  7. City of Brantford's Safety and Wellbeing Plan Alignment



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).
- 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: https://brantcommunityfoundation.ca/city-of-brantford-community-grant-program-3/

Upload a file [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.

Upload a file [5 MiB allowed]

List of Board Members*

Upload a list of Board or Committee Members, including names and position titles.

Upload a file [1 MiB allowed]

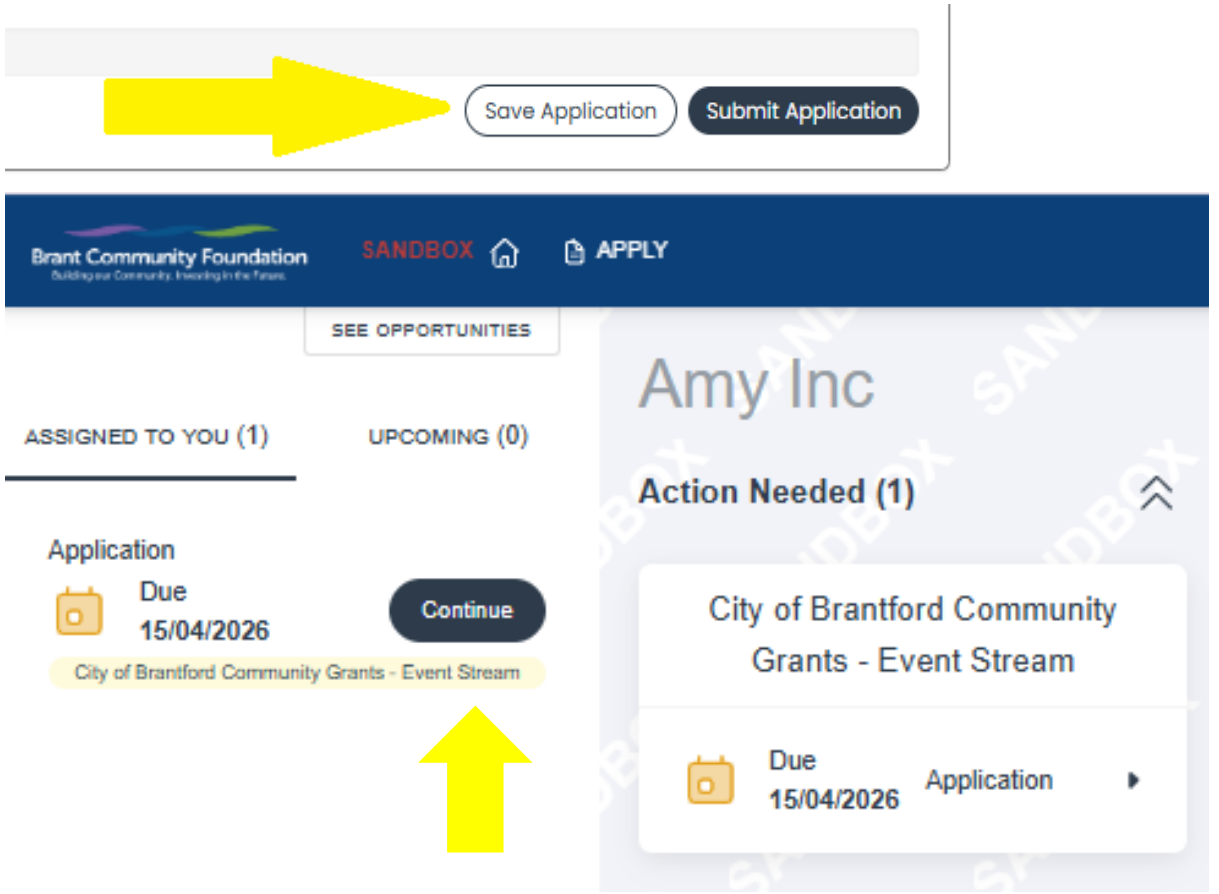
By-Laws or Terms of Reference*

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

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

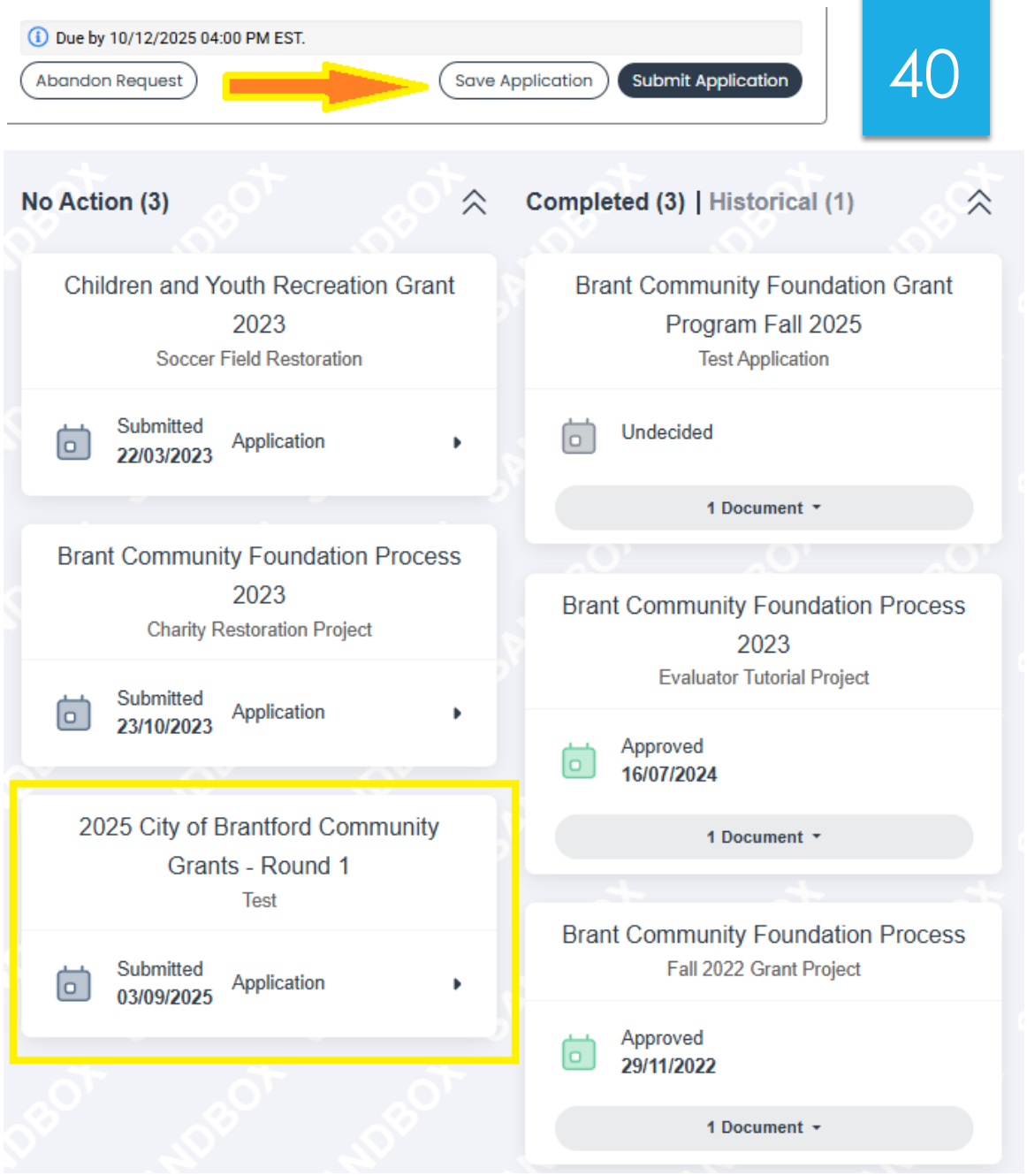
Saving Application

- 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.



Submitting 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.



Next Steps & Tips

- TIPS FOR WRITING GRANTS
- BRANT 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, List of Board Members, 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, 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 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 "Assigned to You" column 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

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.foundant.com/hc/en-us/articles/4404573467799-Applicant-Dashboard

Applicant Tutorial:
https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial

Frequently Asked Questions

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 specified in the guidelines.

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, the Six Nations of the Grand River, and the Mississaugas of the Credit First Nation. BCF Grants run once a year, in September – October.

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 October – November 2026. Round 2 runs from March – April 2027 (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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