



salt spring
island FOUNDATION

Connecting your giving with island needs

HOW TO APPLY FOR A GRANT

The Salt Spring Island Foundation supports charitable endeavours which benefit Salt Spring Island and its residents.

The Foundation awards grants twice yearly, in the spring and fall.

Deadlines for submitting an application are March 31st and September 30th.

Application Process

- ◆ Please **review** the Grants Distribution Policies to determine whether your proposed project would meet the Foundation's criteria.
- ◆ **Send** the completed Grant Application Form and a copy of your latest financial statements, which must be received by the appropriate deadline. E-mail is acceptable or use the online grant application form available from www.saltspringislandfoundation.org
- ◆ A member of the Grants Advisory Committee may then **contact** you for more information and/or a site visit.
- ◆ The Grants Advisory Committee will **consider** your application and make a recommendation to the Board of Trustees.
- ◆ Within **eight weeks** of the deadline, you will receive written notification of the Trustees' decision together with any terms or conditions.

The number and amount of grants awarded will depend on the total amount available, as requests normally exceed funds available. Hence not all applications can be approved, no matter how worthy.

Applications should be emailed to admin@saltspringislandfoundation.org

Enquiries to Emily Hepburn or Carol Biely at 250-537-8305

The Salt Spring Island Foundation appreciates public recognition for projects it supports



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GRANT DISTRIBUTION POLICIES

The Salt Spring Island Foundation will support only those agencies and organizations that benefit the citizens of Salt Spring Island. Grants are made to support the work of charitable organizations or other qualified donees as defined by Canada Revenue Agency. ([click here](#)) to search the CRA database. Your charitable registration number is a nine digit number followed by RR0001.

General Policies:

1. The final decision on all grants rests with the Board of Directors on the advice of the Grants Advisory Committee.
2. The Foundation will, for the time being, consider grant applications twice a year.
3. As a basic guideline for grant-making, the Foundation will seek a balanced view of current community needs as a basis for its own priorities in making grants.
4. The Foundation will each year, based on priorities and funds available, determine the size range of grants.
5. Grants are usually given for construction, equipment, or furnishings; for special, new, or demonstration projects; or as start-up funding.
6. Multiple-year grants will be considered on an individual basis to a maximum of 3 years.
7. The Board of Directors will consider special emergency situations between normal granting dates at the request of the Grants Advisory Committee Chair.
8. The Foundation requires receipts for the grant expenditures be submitted, usually prior to the funds being granted.
9. The Foundation requires organizations to submit a written report when the project is complete.



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The Salt Spring Island Foundation may, in determining which applicants receive funding, give particular consideration to the following criteria:

- ◆ Seriousness of need
- ◆ Degree of potential benefit to the community
- ◆ Level of cooperation and coordination with other programs in the same field
- ◆ Reasonable assurance that the amount the Foundation can grant is sufficient to achieve the results sought
- ◆ The degree of volunteer participation and citizen involvement in the program.

As a general rule grants are *not* allocated to cover:

- ◆ Regular operating expenses
- ◆ Funds to cover budget deficits
- ◆ General fund drives
- ◆ Annual charitable appeals
- ◆ Regular staff salaries
- ◆ Scholarships
- ◆ Sabbatical leaves, or academic leaves of absence
- ◆ Benefits to individuals
- ◆ Political organizations
- ◆ Religious purposes