

# Community Foundation Matching Grants Application Guide



## Program Overview

This program provides all municipalities or regional district electoral areas with funding to assist with the establishment of a dedicated endowment within a registered community foundation.

Every dollar raised within the community is matched by Northern Development up to \$50,000 yielding a potential endowment account value of \$100,000.

## Funding Terms

Up to \$50,000 matching grant per municipality or regional district electoral area into the same account of the community foundation.

## Application Intake Periods

Northern Development approves Community Foundation Matching Grants projects on a quarterly basis.

Applications must be received prior to midnight on the [intake deadline day](#) to be eligible for consideration in that funding cycle.

In fairness to all grant applicants, grant applications that are received after the quarterly deadline will be moved to the next funding cycle.

## Eligibility

### Eligible Applicants

\*All applicants must be located within [Northern Development's service region](#).

- Municipalities
- Regional districts
  - Each electoral area is eligible for a matching grant

### Eligible Foundations

- Foundation must be registered with Community Foundations of Canada

## Ineligibility

### Ineligible Costs

- Northern Development contributions must be used to build the endowment and cannot be used for administrative costs

## Application and Program Requirements

All applicants are required to confirm and/or submit the following information. Only applications that meet these requirements will be processed.

- Submit a complete Northern Development Community Foundation Matching Grants application form
- Include details on how the funding will support community development
- Applicant must identify the following key deliverables to qualify for funding. Successful applicants will be required to report on the key deliverables for a two-year period after matching funding is provided
  - Current total fund value of the foundation
  - Number of projects funded (*most recent year*)
  - Total dollars invested in projects (*most recent year*)
- Identify if the foundation is administered by a larger community foundation organization
- Identify other project funding sources in addition to Northern Development's funding, including verification of approval and/or proof of payment/deposit
- A resolution of support by the respective local government

## Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them.

Confirmation that dollars raised within the community have been provided to the community foundation is required before Northern Development will release approved funding. Annual reporting for two years on the key deliverables will be required from all successful applicants. If an applicant fails to submit their reporting form(s), future projects will be ineligible for funding.

## To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca).

## Resources

- [Important Dates](#)  
Intake deadlines, Regional Advisory Committee Meeting and Board Meeting schedules.
- [Funding Program Matrix](#)  
Available funding programs and eligibility criteria.

- [Application Process](#)  
Details on the process of applying and getting approved for Northern Development funding.
- [Post-Approval Process](#)  
Process and responsibilities for successful funding applicants.

## Questions?

### **Northern Development Initiative Trust**

301-1268 Fifth Avenue  
Prince George, BC V2L 3L2

250-561-2525

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

[www.northerndevelopment.bc.ca](http://www.northerndevelopment.bc.ca)

## General community foundation enquiries?

### **Community Foundations of Canada**

Vancouver, BC

613-236-2664

[info@cfc-fcc.ca](mailto:info@cfc-fcc.ca)

<http://www.cfc-fcc.ca>

## A Background on Community Foundations in Canada

A community foundation is a philanthropic organization, managed and operated primarily as a permanent collection of endowed funds, the earnings of which are used for the long term benefit of a geographically defined community. A community foundation is a tax-exempt, incorporated, not-for-profit, autonomous organization.

A community foundation is governed by a Board composed of citizens and leaders who are representative of the different sectors of the community. It serves three distinct constituencies: donors, non-profit organizations, and the community at large.

For donors – whether individual or corporate, large or small – a community foundation has a variety of permanent funds to match their long term philanthropic goals. It offers reporting, investing, monitoring and administrative services. It provides accountability.

For ‘Not-for-Profit’ organizations recognized as “charitable” by the Canadian Revenue Agency, a community foundation is structured to provide a source of funds for start-up and special needs. In addition, it is positioned to hold, invest, and disburse the income from endowment funds for charitable organizations which may not have the resources to perform these functions well. It can also provide networking connections, information, and a friendly outside perspective on plans and performance.

Community foundations are flexible because they can accept various forms of assets, e.g. cash, real property, securities, life insurance or bequests from all kinds of donors in order to make grants for a wide variety of purposes. They are flexible because they serve the entire spectrum of community interests and needs – seeking out and supporting innovative undertakings.

Community foundations are independent in that they are not controlled by either those who give or those who receive. They are free from influence by government – municipal, provincial or federal – as well as corporations, associations and their members, or individuals. Community foundations are also unique in other respects. Their jurisdictions normally do not overlap, being determined on a geographical basis. They have the ability to be active in the search for donors and community partners. Their focus is on the future. Their ultimate aim is to make the notion of “community” work better in a given place.

For the community at large, arguably the most important function of a community foundation is the accumulation and preservation of capital. It is the community foundation’s job to see that some of the net worth of each generation is set aside for future needs.