



P.O. Box 18527, Delta, BC, V4K 4V7  
[www.deltafoundation.org](http://www.deltafoundation.org)

## DELTA FOUNDATION GRANTMAKING POLICY AND GUIDELINES

### INFORMATION FOR APPLICANTS

#### Policy

- Through its grants program, the Delta Foundation supports activities in the areas of health and social services, arts and culture, education, and conservation which benefit the residents in the City of Delta.
- Grants are made only to organizations that are deemed qualified recipients by CRA are in good standing and have been in operation for at least one year.
- All applicants are considered on merit and in light of funds available for distribution.
- Due to increasing community needs and the limited resources of the Delta Foundation funds, grants are generally allocated twice per year.

#### Guidelines

The City of Delta includes the communities of Ladner, Tsawwassen and North Delta. The Foundation supports activities and projects when outside of the City when it benefits the residents of Delta.

Applications may be submitted at any time.

Grants are awarded on a semi-annual basis, May and November of each year.

One months lead time is necessary to review and investigate each application thoroughly in order to fulfill our responsibility to our Donors, the Community and CRA.

Organizations seeking funds must demonstrate a strong and committed volunteer Board of Directors, fiscal responsibility and effective management of resources.

Grants are awarded for definite purposes and for projects covering a specific period of time. They are generally awarded for less than \$5,000.

Preference is given to programs which promote volunteer participation, and which do not duplicate services provided by other organizations.



The following are not normally eligible for grants:

- Annual fund drives
- Core operating expenses
- Deficit reduction
- Religious activities
- Individuals
- Political activities
- Travel Costs
- Developing or adding to an endowment fund

Grants may be made with contingency stipulations attached. i.e. A grant may be made for a building project contingent upon a “permit to build” being issued.

Bursaries and scholarships are awarded to educational institutions that are qualified donees under the Income Tax Act and not to individuals.

All applicants will be required to complete a grant application form and supply requested reference information.

### **Procedures**

You are encouraged to discuss your project with the contact person indicated on the Delta Foundation Web Page at [www.deltafoundation.org](http://www.deltafoundation.org) before submitting your application.

If you feel your project fits the Delta Foundation guidelines please complete the application form and send a copy with a list of your Board of Directors attached to each.

Please send two copies of your most recent financial statements and Annual Report. Your agency may be invited to make a presentation to the Grant’s Committee. Alternatively, a site visit may be preferred.

Recommendations for grants are presented to the Board of Directors of the Delta Foundation for approval. You will be advised of the Boards’ decision in May or November depending upon receipt of your application. The letter will outline the terms and conditions of any grant.

**A CHECK LIST FOR SUBMITTING YOUR APPLICATION. ENSURE YOU HAVE:**

- **attached financial statements for last complete year**      Yes       No
- **attached operating budget for current year**      Yes       No
- **filled in all requested information regarding your organization**      Yes       No
- **been clear about the amount requested**      Yes       No
- **been specific on what the grant will be used for**      Yes       No
- **been clear on how this expenditure will be used to meet new or emerging needs or supplementing current needs**      Yes       No
- **included clear guidelines as to how you propose your activity will become self sustaining**      Yes       No
- **listed precisely how you plan to evaluate the effectiveness of this grant in achieving your stated activity. The Delta Foundation expects you will file an interim or final report within six months giving this evaluation.**      Yes       No
- **Failure to comply with this requirement will be taken into account in dealing with any future requests for funds**

**Is this project / activity / budget included in the operating budget for the current year?**      Yes       No

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Note: Any proposed alterations to an approved project must be presented in writing to The Delta Foundation for approval.



## DELTA FOUNDATION GRANT APPLICATION

Please fill out the following questions as accurately and as thoroughly as possible in the space provided.

Send a copy of your application attaching a list of your organization's Board of Directors, 2 copies of your organization's Financial Statements and 1 copy of your most recent Annual Report.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Charitable Registration Number: \_\_\_\_\_  
Executive Director/Manager

Contact person for this request (if contact information is different from above, please include contact information here.)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

1. State mission/values/goals of your organization:

2. Name of project:

3. Is this a new  or an existing  project? \_\_\_\_\_

4. Duration of project: from: \_\_\_\_\_ to: \_\_\_\_\_

5. When are the funds required for the project? \_\_\_\_\_



**6. How much are you requesting from the Delta Foundation?**

7. \$ \_\_\_\_\_

**8. Describe the scope of this project:**

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**8. Who will benefit from this project?**

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**9. Describe your plan of action including the methods you will use to evaluate this project/activity.**

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**10. Describe the capability of your agency to conduct the project and note special staff qualifications.**

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**11. Do you intend to cooperate with other agencies or non-profit organizations on this specific project? If not, please elaborate.**

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**12. How will this project be funded in the future?**

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**13. What special items would be covered by a grant from the Delta Foundation?**

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**14. How do you propose to recognize a grant from the Delta Foundation?**

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**15. List grant requests submitted to the Delta Foundation and/or received from the Delta Foundation during the past five years (include dates, amounts and purposes):**



**PROJECT BUDGET**

<b>Project Budget</b>	
<b>Items</b>	<b>Cost</b>
Salaries/benefits	\$
Professional fees/honoraria	\$
Capital (specify)	\$
	\$
	\$
Other (specify)	
	\$
	\$
	\$
<b>Total Project Expenditures</b>	<b>\$</b>
<b>Amount requested from the Delta Foundation</b>	<b>\$</b>

**PROJECT FUNDING**

Sources of Revenue	Assured	Potential	Contact Telephone/e-mail
<b>Delta Community Foundation:</b>			
<b>Other Funds received from:</b>			
_____			
_____			
_____			
<b>Government: (specify)</b>			
_____			
_____			
_____			
<b>Other:(specify)</b>			
_____			
_____			



<b>Total Project</b>
<b>Print Name Senior Staff Person:</b> _____ <b>Signature:</b> _____
<b>Print Name Chairperson/Board Chair:</b> _____ <b>Signature:</b> _____
<b>Date:</b> _____

**DELTA FOUNDATION USE ONLY:**

**Date received:** \_\_\_\_\_ **Grant application reference number:** \_\_\_\_\_