



Grant Management Guidelines

Congratulations on receiving a Quadra Island Foundation Grant. Your grant application has been approved for the amount noted in your grant approval letter. Please familiarize yourself and your organization with the following procedures. Should you require further information, please contact Michael Mascall at info@quadraislandfoundation.ca.

Guidelines and Procedures

1. Please undertake the project described in the Grant Application, in accordance with the Grant Approval letter, and these guidelines.
2. Timeline: Project activities are to be completed within 12 months of the date of the Grant Approval letter. All project expenditures need to fall within this 12 month period. The Foundation does not pay expenses accrued prior to the date of the Grant Approval letter.
3. During your project activities, please take photos according to the Photos Guidelines in the Grant Recipients area of the Foundation's website (ssifoundation.ca).
4. Please acknowledge QIF (please ask us for our logo) on your organization's website, in media reports or news articles. The Foundation is grateful for your recognition.
5. In all communications with QF about this project, please refer to the project grant number in your Grant Approval letter.

Payment and Reporting

After the project activities are completed:

1. Prepare the final project report at your earliest convenience. Normally project reports are submitted within one month of project completion date.
 - a. Please refer to the Grant Report Questions in the Grant Recipients area on our website (quadraislandfoundation.ca) to tell us the story of outcomes and key learnings from your project. Please submit the final report by electronic mail to Michael Mascall at info@quadraislandfoundation.ca.
2. To initiate grant payment, please submit scans or electronic copies of invoices and receipts for approved project expenses up to the approved grant amount to Michael Mascall at info@quadraislandfoundation.ca.

- a. The grant payment cheque will match the total of submitted invoices and paid receipts that fall within approved project expenditures (inclusive of taxes), unless the total is less than 5% lower than the amount in the Grant Approval letter.
- b. Submit photos of non-confidential aspects of your project to the Foundation for use in public materials to info@quadraislandfoundation.ca. Please ensure you have obtained permissions for use of photos. Photo Guidelines and permission forms are on our website.
- c. If you expect delays in project reporting and receipt or photo submission, please contact Michael Mascall at info@quadraislandfoundation.ca.

Variance in Scope, Project Activities or Budget:

If you expect changes to project scope, budget or timeline due to unforeseen circumstances, please document each change (including reasons) clearly in writing and submit to Michael Mascall at info@quadraislandfoundation.ca. Changes are subject to approval by the Board upon recommendation of the Grants Advisory Committee (GAC) before you undertake them.

- a. The Chair of the GAC may authorize minor changes in the scope or budget of the original grant in advance of Board approval where there is due cause or time sensitivity.
- b. If you should want to request an advance payment or interim payment for the approved grant funds please do so in writing and include your reasons. The GAC will consider such requests on a case-by-case basis and may recommend approval to the Board. Please note that such requests will be considered only in exceptional circumstances.

CONTACT INFORMATION:

Quadra Island Foundation Office

250-285-3839

Quadra Island Foundation Website

ssifoundation.ca

Michael Mascall, Board Chair

info@quadraislandfoundation.ca

Mitsuru Hirano, Treasurer