



GRANTING POLICY

GRANTING PHILOSOPHY

Quadra Island Foundation (QIF) is a public foundation established to serve a broad range of charitable purposes to benefit the residents of Quadra Island. The Foundation receives and maintains donations, grants, permanent endowment funds for the purpose of applying all or part of the interest earned in the form of grants to support charitable activities.

The goal of the Granting Policy is to establish guidelines and eligibility criteria for the distribution of flow-through and earned income from all endowed funds to support a wide range of charitable activities that will improve the quality of life on Quadra Island. Grants and awards will have special emphasis on helping the people, culture, and environment of Quadra Island to thrive.

The Grants Committee is set up to oversee the granting process. The Treasurer is responsible for monitoring the Disbursement Quota requirements and expenditure levels throughout the year to ensure that expenditures do not encroach on capital of the funds. In general, the annual grant budget is calculated based on the CRA requirements. As part of the granting decision making, the Board will also look at the projected income; the Board will use the projected income as a comfort that QIF is able to sustain granting practices as consistent as possible.

GRANTING AUTHORITY

All Foundation grants must be approved by the Board prior to disbursement of funds. As a general rule, grants made on the recommendation of the Grants Committee shall be approved by the Board.

Grants from donor-advised funds, including scholarships and flow-through funds, shall be approved by the Board and representatives of donor-designated funds.

Signatures of QIF's signing officers on cheques shall not be a substitute for the formal approval procedures set out above.

GENERAL POLICIES

1. QIF will consider grants for those agencies and organizations that meet the Foundation's Constitution and Bylaws.
2. Applicant organizations shall be qualified donees as defined by CRA. Grants to the government bodies and to amateur sports are also eligible with funds flowing through approved channels (charitable organizations registered with CRA).
3. The Foundation will meet at least the minimum Disbursement Quota in the amounts and in the times as required by the Income Tax Act.
4. The Board will determine the number of grant cycles per year, though grants may be considered on an ad-hoc basis if the circumstances warrant.
5. The Grants Committee will review this policy annually and make recommendations, if any, to the Board for approval.



SPECIFIC POLICIES

1. Grants are made to organizations which demonstrate a strong and committed membership, together with fiscal responsibility.
2. Grants are awarded for specified purposes and for projects covering a specific period of time. Multi-year grants are subject to annual performance reviews.
3. Preference will be given to projects which fall within the Foundation's priorities, as established from time to time by the QIF Board.
4. Grants shall not be approved for projects that, in the opinion of the Board or the Grants Committee, are sufficiently funded to achieve their purposes.
5. Significant and appropriate support from other funding sources (including the community) should be evident. Preferences will be given to programs that demonstrate efficient use of existing community resources, inter-agency co-operation, and volunteer involvement.
6. Where appropriate, projects should mobilize or expand the skills and expertise of Quadra Island residents. If possible, those affected by the initiative should be involved in the development and implementation of the project.
7. Grants may not be approved to organizations for the following purposes:
 - a. 100% of a project's costs
 - b. An organization's operational overhead
 - c. Expenses incurred prior to the grant application date
 - d. Debt retirement or reserves; mortgage pay-downs; expenses related to conferences, competitions, symposia, or travel to/attendance at such events
 - e. Fund-raising costs
 - f. Funding for Endowments
 - g. Requests that could be construed as having political, religious, commercial, or racial overtones.
8. Salaries are not eligible for funding; however, contract fees for specific projects are eligible.
9. Organizations that have applied for funding will be notified by telephone and in writing as to whether they have been successful or not within sixty (60) days of the granting deadline.
10. Successful grants will be monitored by a grant assessment and a communication checklist within six (6) months of the project approval.

OUT OF CYCLE GRANTING POLICIES

At any time after a given year's granting cycle has completed but before a request for new applications is put forward, the Grants Committee may reconsider an application for funding that it has previously denied, or may increase the amount of funding issued to an already approved project, provided that:

- The application for funding was submitted in that same granting cycle year; and
- There has been a significant change in the circumstances involving/surrounding the application or applicants; and
- A simple majority of the Grants Committee believes that funding the project would be in the best interests of the community and would not bring the reputation of the Foundation into disrepute.



EXCEPTIONAL GRANTING OPPORTUNITIES

Occasionally, the Foundation may be asked to grant funds for other entities such as levels of government. In this instance, the Foundation will adhere to that entity's granting guidelines.

- Community Foundations of Canada Recovery Grants are such an exception.
- The Grants Committee will confirm with the governmental entity funding the project as long as it would be in the best interests of the community and would not bring the reputation of the Foundation into disrepute.

Approved by the Board:

Date: January 16, 2023