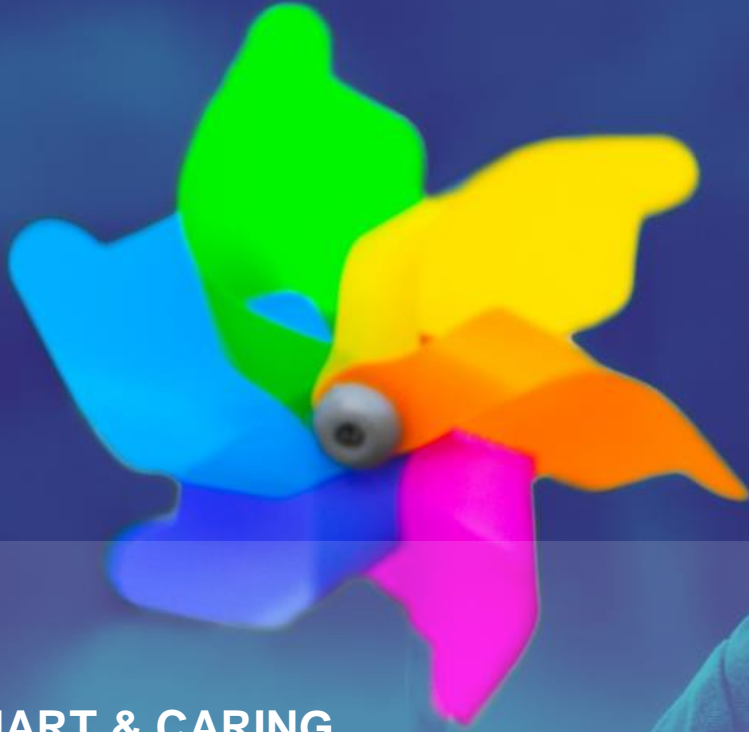


# Grant Information Session



SMART & CARING  
COMMUNITY GRANTS PROGRAM 2024



COMMUNITY  
FOUNDATION  
north okanagan

# Agenda

01

## Online Grant Portal

<https://www.cfno.org/smart-caring-community-grants>

02

## Eligibility

The Basics & Guiding Principles, Applying with an Intermediary, Projects & Program, Focus Areas

03

## Grant Writing

Project/Program Description, Tips & Tricks, Goals and Objectives

04

## Budget

Sample

05

## Timeline

After you submit your grant application...

06

## Q & A

- **49 years of community funding**, distributed **over \$13.5 million** to benefit North Okanagan charities and communities
- In 2023 we **distributed over \$1.4** through various programs, partnerships & leveraged funding
  - Smart & Caring Community Grants - \$253,552
  - Community Services Recovery Fund - \$314,480
  - Neighbourhood Small Grants - \$20,000
  - The Better Together Fund - \$64,408
  - Student Bursaries & Scholarships - \$103,959
  - Impact & Leadership Development Grants - \$15,000

**Community Grants Program** is a *responsive grant program* helping local organizations create social change and respond to the most important (and rapidly changing) needs of our local community.

- In 2023, this program **distributed \$250,000** to local organizations

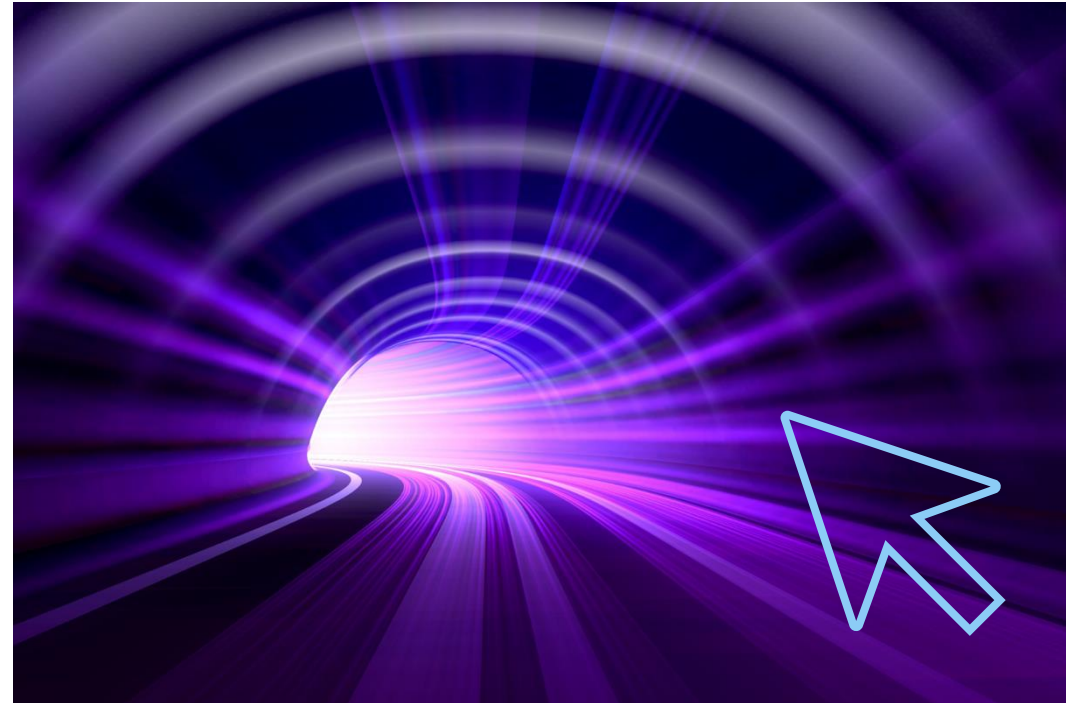
# Online Granting Portal

If you have started several accounts...here is what to do...

<https://www.cfno.org/smart-caring-community-grants>

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- **Foundant Technologies**
  - Improves application administration for CFNO
  - Expands functionality for applicants
- **Create New Account**
- **Invite Collaborators** (this can be people at your organization or an intermediary)
  - Select permissions – view only, edit application, and submit
- **Start Application, edit and return**
  - Leave, save, edit and return to application process as many times as necessary
  - Not complete until it is submitted
  - Sample questions on website



# Eligibility

## The Basics & Guiding Principles

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- **North Okanagan Organizations**
  - Projects that are of benefit to those living and working within the boundaries of the North Okanagan Regional District including all member municipalities
    - Coldstream, Vernon, Lumby, Armstrong, Enderby, Spallumcheen, OKIB & Splatinsin.
- **Innovation & effectiveness**, demonstrate commitment to success
- Show support from **other funding sources** (*as appropriate for larger projects*)
- **Long term projects** should provide plans for long term funding
- **Progress report** describing your grant progress within one year of the grant
  - For ongoing projects that are not complete we just need an update on how things are going

# Eligibility

## Applying with an Intermediary

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- Non-profit organizations without charitable status must apply with an intermediary
  - The intermediary must be a “qualified donee”
    - Qualified donees have a current Revenue Canada Charitable Registration number (xxxxxxxxRRxxxx)
- Intermediary (partner charity with CRA Charitable status)
  - Must share similar mission/values/purposes as the charity
    - For example: A library would not be an acceptable intermediary for a senior's living centre



# Eligibility

## Projects & Program

- **Projects** – specific, time-limited activities or series of activities designed to meet certain goals (ie. capital items)
  - *PROJECT EXAMPLE:*
    - Kalamalka Drying Shed
- **Program Costs** – funding for a new or pre-existing program that may be ongoing
  - *PROGRAM EXAMPLE:*
    - Archway Society for Domestic Peace, Equine Therapy Program



# Eligibility

## Grant Focus Areas

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- **Funding Areas:**

- Arts & Culture, Education, Environment (including animal welfare), Health, and Social Services.

- **Organizations that have not previously received funding are strongly encouraged to apply, especially those dealing with the following:**

- Organizations and projects that support Indigenous-led organizations and initiatives
- Engage youth in leadership
- Working towards the mitigation of climate change
- Equitable solutions





**Explain your theory of change:** We believe that helping low-income children have access to healthy food during the summer will lead to their academic excellence, which will lead to them getting jobs and becoming productive members of society, which will reduce crime rates and the burden on taxpayers, which is the answer you're looking for.

**In reality,** we help kids because that's the \$&!@#% right thing to do as decent human beings. *Please send money.*

**Answers on grant proposals if nonprofits were brutally honest – [link to article](#)**

# Grant Writing

## Project/Program Description

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- Clear and clean** - no questions remain
- Clearly shows** best practices, sustainability, and measurable outcomes
- Be explicit** with theory of change – what will happen when your strategies are implemented?
- What is the program? Who is the leadership?
- What makes it great?
- Why** will it accomplish what you hope?
- Don't use jargon** – just say what you're going to do – transformational work!

Reasonable

Doable

Implementable

Aligned with  
your vision

# Tips & Tricks

## Grant Writing



- **Relationships matter**, build trust with your funder. Send them news briefs, updates and project reports with pictures, **we will promote your work if you make it easy!**
- **Partnerships and collaborations** - collaborate with others in the field –*no one organization can do it all!*
- **Stay up to date on language** and how to describe populations and everyone and everything else.
- Starting with **bullet points** can help.
- Create an ‘old document’ and only paste in the good stuff in your new working doc –use ‘~~strikethrough~~’ when you’ve moved the information into the Grant Portal.
- Record a **voice memo to get started** and then type it out!
- Keep the language **clear and reader-friendly**, no acronyms, don’t exaggerate (prove it!), and keep it professional.

# Grant Writing

## Project/Program Description

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### Explain the **NEED**:

You want the grant reviewer to convince the committee that your program is worth funding because it solves \_\_\_\_\_ critical problem.

- Explain with data and tell stories
- Research local and regional information to support your argument

### For Example:

**Weak** - “All children need exposure to artists and the opportunity to paint on weekends to keep them out of trouble.”

**Strong** - “Children in the Wishbone Housing Project have the highest school dropout rate in the city of Rosemont. Their family income is the lowest of any Rosemont housing project. According to their parents and teachers, as well as police officers, clergy, and local business owners, children who will participate in this weekend arts project have no other activities to occupy them. The proposed arts program has been shown in other cities (e.g., Memphis and Sacramento) to provide children with an outlet that increases reading scores, reduces their participation in vandalism, and encourages them to stay in school.”

*\*The Only Grant Writing Book You'll Ever Need –Ellen Karsh and Arlen Sue Fox*

# Grant Writing

## Goals & Objectives

### Goals

General statement of what you want to achieve

Long-term (beyond funding period)

### Objectives

Measurable specific actions and steps you will take to achieve goal

#### SMART

- Specific - Specifically, we will...
- Measurable - To measure the objective we will...
- Achievable - Objective is achievable because...
- Relevant - Objective is relevant because...
- Time-bound – the Timeline is...

**What are the outcomes of your program?**

Seniors come into our hot-meal program hungry; they leave full, and the world is a slightly better place.  
*Please send money.*



# Budgets

## Example

Detailed Project/Program Budget Information					
Organization Name:	SAMPLE CHARITY				
Project Name:	Transporting Kids to Program				
Total Expenditures must equal total revenues					For Follow-up Stage Only
<b>EXPENDITURES</b>					<b>ACTUAL EXPENDITURES</b>
Items	Description	Cost			
Wages/benefits	20 hours per week x \$20 for driver /35 wks	\$ 14,000.00			
Administration	10% of \$25,000	\$ 2,500.00			
Professional Fees, Honoraria					
Rent/Utilities/Telephone	included in above				
Equipment/Supplies/Consultants	Lift package for wheel chairs	\$ 20,000.00			
Printing/Photocopying					
Travel/Mileage					
Publicity/Promotion/Distribution					
Production costs (2 quotes)					
Capital Expense (specify and attach quotes)	passenger mini-van	\$ 40,000.00			
In-kind contribution (e.g. volunteer services)	ECE volunteer to ride bus with kids	\$ 12,000.00			
Other (specify)					
Other (specify)					
TOTAL:		\$ 88,500.00			\$ -
<b>REVENUES</b>	Description	Assured	Potential	Total	<b>ACTUAL REVENUES</b>
Government	Gaming	\$ 20,000.00		\$ 20,000.00	
Grants:					
Community Foundation (CFNO) Grant*			\$ 15,000.00	\$ 15,000.00	
Other grant (specify)	Rotary Grant		\$ 10,000.00	\$ 10,000.00	
Other grant (specify)	United Way Grant	\$ 9,000.00		\$ 9,000.00	
Your organization's contribution:					
Cash	Our own funds - from donations	\$ 10,000.00		\$ 10,000.00	
In-kind gifts	Our admin costs	\$ 2,500.00		\$ 2,500.00	
In-kind volunteer services	Volunteer to ride bus with kids	\$ 12,000.00		\$ 12,000.00	
Other (specify)	Discount from Auto Dealer	\$ 10,000.00		\$ 10,000.00	
Other (specify)				\$ -	
Other (specify)				\$ -	
TOTAL:				\$ 88,500.00	\$ -
*this is the amount you are applying to us for - it is not assured - it is potential funding					

# Budgets

## New 2024 – ACTUALS

Detailed Project/Program Budget Information					
Organization Name:	SAMPLE CHARITY				
Project Name:	Transporting Kids to Program				
Total Expenditures must equal total revenues					For Follow-up Stage Only
<b>EXPENDITURES</b>					<b>ACTUAL EXPENDITURES</b>
Items	Description	Cost			
Wages/benefits	20 hours per week x \$20 for driver /35 wks	\$ 14,000.00			
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Other (specify)	Discount from Auto Dealer	\$ 10,000.00		\$ 10,000.00	
Other (specify)				\$ -	
Other (specify)				\$ -	
TOTAL:				\$ 88,500.00	\$ -
*this is the amount you are applying to us for - it is not assured - it is potential funding					



# Timeline - 2024

After you submit your grant application...



- **Applications due** - March 31, 2024 @ 11:59 pm PST
- **Application Review** - April
  - *Grants Committee will contact you if further information or clarification is needed*
- **Grants Committee Adjudication Meeting – mid-May**
- **Grants Recommendation & Approval – end of May**
- **Successful Applicants will be Notified** - by email starting first week of June
- **Grants Reception – TBD!** Save the Date will go out. Expect first week of June 😊
- **Funds To Be Distributed – starting mid-June**



# Questions?

**Leanne Hammond**, Executive Director

[Leanne@cfno.org](mailto:Leanne@cfno.org)

250-542-8677

**Leanne Edwards**

[Info@cfno.org](mailto:Info@cfno.org)

250-542-8677

