



**RED DEER & DISTRICT
COMMUNITY
FOUNDATION**
all for community.

Sylvan Lake Community Grant Guidelines

Sylvan Lake Community Grants help make communities across Central Alberta a great place to live for everyone by enhancing belonging of all citizens and strengthening the nonprofit and voluntary sectors.

From Application to Grant:

Applications are reviewed by the RDDCF Grants Committee, which is comprised of board directors and members of the community. The committee considers all eligible applications and makes recommendations to the Board of Directors. Once approved, all applicants will be notified, regardless of whether or not they receive funding.

Grant Application Deadlines:

We accept Sylvan Lake Community Grant applications twice a year.

- April 15
- October 15

Prior to applying:

Before spending valuable time completing a grant application, please read through the following information and answer the questions to determine whether your organization and project meet our eligibility requirements. We encourage you to contact RDDCF with any questions you may have.

STEP 1: IS YOUR ORGANIZATION ELIGIBLE FOR FUNDING?

- Are you a registered charity with Canada Revenue Agency at the time of application?
 - A complete list of Canadian Registered Charities is available online at:
<http://www.cra.arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>
- Will this project provide services within the Central Alberta region?
- Does your project:
 - Align with the RDDCF mission and vision www.rddcf.ca
 - Have a focus on collaboration with services already available to the community as not to duplicate efforts
 - Demonstrate that the initiative addresses a need that has been identified by the community
 - Demonstrate readiness, good planning, financial accountability and secure leadership

(If your organization is eligible for funding, please continue to Step 2)

STEP 2: IS YOUR PROJECT ELIGIBLE FOR FUNDING?

To help you determine if your project is eligible, please review the following lists:

What will we fund:

- Innovative new projects
- Short term projects
- Seed funding for long term projects
- Equipment based projects
- Focus on vibrant, healthy, caring community

What we normally do not fund:

- Ongoing core administrative expenses
- Partisan political or singular direct religious activities
- Building an endowment, fundraising expenses
- Debt reduction or emergency funding
- Large capital campaigns

Grant funds may only be used for expenses incurred after the RDDCF's final grant decision dates.

(If you believe your project is eligible, please continue to Step 3)

STEP 3: DOES YOUR PROJECT DISPLAY THE FOLLOWING STRENGTHS?

The Grants Committee will use the following criteria to assess both your organization and your project. RDDCF is interested in supporting projects that demonstrate at least one – but typically many – of the following:

- Contributes to a vibrant, healthy, caring community
- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Is evidence-based and has an evaluation component that provides output and outcome data
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than RDDCF
- Demonstrates an investment in the project through contributions from your organization, the community and/or support from other funding sources
- Is well developed, achievable within the next year and
 - Proposes an innovative and practical solution with specific strategies and outcomes
 - Strengthens your organizational capacity
 - Promotes collaboration and sharing among agencies

(If you believe your project fits within the above criteria, please continue to Step 4)

STEP 4: COMPLETING YOUR GRANT APPLICATION

You can access the grant application through our website www.rddcf.ca by registering onto the grant platform. The process has two steps:

Step 1: Complete the Letter of Intent (LOI)

- A brief description of the project (Who, What, When, Where, How)

Step 2: Once the project's eligibility has been approved, you will be invited to complete the full application.

Feedback from the Step 1 is approximately seven working days so please give yourself sufficient time to complete the full proposal by the application deadline. **Late and/or incomplete applications will not be accepted.**

After an initial review, the Grants Committee may require further information, a site visit, and/or an interview.

NOTIFICATION, RECOGNITION, REPORTING:

- Normally, grant decisions are finalized within two months of the application deadline and notifications made immediately after the board approval. If requested, we are happy to provide feedback on submissions that were not approved for funding.
- Each successful applicant will then be required to sign a formal Grant Agreement prior to disbursement.
- Once the project is completed, a final report must be submitted in full by the date identified on your dashboard of your online grant account. *Late or incomplete reports could affect future grants.*
- The final grant report guidelines are available on our website www.rddcf.ca
- For previous grant recipients who have not submitted their final report, you may apply for another grant, but you won't receive funding until the final report has been submitted.

CONTACT US

Your application has the best chance of receiving funding if you follow these steps and your submission is clear and accurate. Grant applicants are invited to contact the RDDCF office with questions at any point during the application process – we are here to help!

Contact: Sher Acheson, Grants & Administration Phone: 403-341-6911 Email: sheracheson@rddcf.ca