



GRANT APPLICATION GUIDELINES

1. Grant applications are only accepted from February 15th to March 15th each year.
2. All applicants will be required to complete a grant application form and supply the requested supporting material.
3. A meeting with Foundation directors or staff may be required.
4. Successful applicants will be required to sign an agreement with the Westshore Community Foundation.
This agreement states that you will provide pictures and a write up of the completed project, and provide paid invoices covering the grant before any payout is made.
5. Organizations must be registered Canadian charities with CRA, or registered Canadian amateur athletic associations, Canadian municipalities, or other qualified donees as per the Revenue Canada Income Tax Act.
6. If another organization has granted you permission to use their CRA number, that organization will become the applicant and their written confirmation must be provided with your application for it to be considered.
7. The Foundation reserves the right to audit the project's financial records.
8. Projects must benefit the people living within the boundaries of the Foundation. These boundaries are from Matlock, along the west shore of Lake Winnipeg to Riverton and extending as far west as Fraserwood.
9. Projects must demonstrate sustainability to be considered.
10. Capital projects will be considered if there is a demonstrated need.
11. Projects that contribute to the benefit of larger numbers of people will be given greater priority.
12. Pilot or demonstrated projects must include details of how the project will be evaluated and a realistic plan for the financial viability of the project beyond the pilot stage.
13. The Foundation encourages the participation of third-party organizations in supporting your project and, on occasion, will consider matching funds or challenge grants.
14. Projects must be completed within one year of receiving the grant approval. In some circumstances, a time extension may be considered by the Foundation.
15. Grants are not usually made to support operating expenses of organizations or programs.
16. Applications will not be accepted for:
 - a. Annual fund drives
 - b. Deficits
 - c. Endowment funds
 - d. Direct religious activities
 - e. Political activities
17. Applications will only be accepted for projects that fall within the mandate of the Foundation. These areas include:
 - a. The Environment
 - b. Heritage
 - c. Culture
 - d. Sports & Recreation
 - e. Community Services
 - f. Health
 - g. Education