



**WEST VANCOUVER  
COMMUNITY  
FOUNDATION**  
The Giving Answer...Ask Us How!

775 – 15<sup>th</sup> Street, West Vancouver, B.C. V7T 2S9 Phone: (604) 925-8153 Fax: 604-925-8154  
Email: [info@westvanfoundation.com](mailto:info@westvanfoundation.com) [www.westvanfoundation.com](http://www.westvanfoundation.com)

## GRANT GUIDELINES

### **Eligible Organizations:**

Eligible applicants must be registered charities (under the Income Tax Act) or have a registered charity willing to act as their qualified donee.

### **Eligible Projects:**

The Foundation provides support to a wide range of projects that operate in, or are of direct benefit to the citizens of West Vancouver. Grants are made for projects with special emphasis on health, education, the arts, social wellbeing and West Vancouver's physical environment and that are in alignment with the foundations priorities as identified in the Vital Signs 2016 report. The Foundation will consider requests for:

1. Operating costs for projects
2. Capital costs (i.e., construction, renovation or equipment purchases)

### **Guiding Principles:**

1. Projects or programs should operate in, or be of direct benefit to the citizens of West Vancouver.
2. Projects should mobilize or expand the skills of West Vancouver residents. Where appropriate those affected by the initiative should be involved in the development and implementation of the project.
3. Significant and appropriate support from other funding sources (including the community) should be evident.
4. Preference will be given to programs that focus on volunteer involvement.
5. Projects that will be ongoing after the grant's end should provide realistic plans for longer-term funding. The Foundation normally limits funding to any one project to three years.

### **Ineligible Requests:**

1. 100% of a project's costs.
2. An organization's operational overhead.
3. Expenses incurred prior to the grant application date.
4. Debt retirement or reserves; mortgage pay-downs; conferences, competitions, symposia, or travel to/attendance at such events.
5. Fund-raising costs.
6. Funding for Endowments.
7. Requests that could be construed as having political, religious, commercial, or ethnic or racial overtones.

All Grant recipients are required to complete and submit to the Foundation the Accountability Report related to their project as a condition of receiving funding along with the Communications Checklist. Failure to submit these reports within the agreed time frame may result in future applications being denied.

### **Grant Application Deadlines:**

Completed applications should be submitted to:

West Vancouver Community Foundation  
775 – 15<sup>th</sup> Street  
West Vancouver, BC, V7T 2S9

**Attn: Grants Committee**

E-Mail: [info@westvanfoundation.com](mailto:info@westvanfoundation.com)

The Foundation adjudicates applications once a year (2017 applications are closed). 2018 date to be determined.

### **For Further Information contact:**

West Vancouver Community Foundation  
775 – 15<sup>th</sup> Street  
West Vancouver, BC  
V7T 2S9

Telephone: 604-925-8153

E-Mail: [info@westvanfoundation.com](mailto:info@westvanfoundation.com)