



A PERPETUAL LEGACY FOR THE PEOPLE OF KENT-HARRISON

## KENT-HARRISON FOUNDATION

### FUNDING GUIDELINES

#### Mission Statement

Through the growth and stewardship of permanent endowment funds and the distribution of income to a broad range of eligible organizations, Kent-Harrison Foundation, in meeting community needs, provides philanthropic leadership to improve the quality of life for all residents of our community.

#### Value Statements

In pursuit of this mission, Kent-Harrison Foundation believes:

- that our position within the community is both an opportunity and a responsibility to provide philanthropic leadership;
- that the endowment fund is a resource to benefit the people of the District of Kent and Harrison Hot Springs and we commit to steward these funds in a responsible manner;
- in open, accessible, respectful, and ethical behaviour in our conduct with all people who come in contact with the foundation;
- that our policies, programs and practices should enable and encourage human growth and dignity, inclusiveness, fairness and the equality of all people;
- in working as a catalyst within the charitable sector to strengthen community and volunteerism and to find solutions to shared challenges;
- in partnerships that seek consensus and respect the integrity and autonomy of participants;
- in encouraging and nurturing innovation and managing the risks inherent in creative philanthropy.

#### What Kent-Harrison Foundation is

The Kent-Harrison Foundation, a nongovernmental community foundation, was founded in 1994 as a collection of funds that form a permanent endowment for charitable purposes. Today, the foundation administers multiple funds, the capital of which comes from bequests, living donors, endowments of nonprofit organizations and other gifts. Grants are made from income generated from the investment of the funds. The Foundation helps with projects throughout Agassiz (the District of Kent) and Harrison Hot Springs.

#### How we operate

A Board of Directors is responsible for the overall policies and practices of the Foundation. In considering applications for funding, the Board relies on the assessments and recommendations of Advisory Committees, serving in the six fields of interest:

. Arts and Culture . Family & Youth . Education .  
Recreation & Environment . Health & Welfare .  
Seniors

Each Advisory Committee is made up of volunteers with knowledge and expertise in the field. Additional Board Committees take responsibility for the Foundation's investments and for its general administration.

#### Eligibility

Eligible applicants include registered charities and qualified donees under the Income Tax Act. They must demonstrate fiscal responsibility and effective management. Grants are not made to individuals or to businesses.

## What we fund

Kent-Harrison Foundation supports a wide range of projects that are of benefit to our community. Funded activities often provide a direct service to the community, or take an innovative approach to a community concern. Kent-Harrison Foundation is responsive to changing community issues and priorities. Each of the above mentioned Advisory Committees has developed goals reflecting its specific funding interests.

The Foundation will consider requests for:

- Program related projects (i.e., specific, time-limited activity or series of activities designed to meet certain goals.)
- Capital projects (i.e., constructive, renovation or equipment purchases.)

## Guiding principles

- Kent-Harrison Foundation supports innovation where there is demonstrated commitment, the likelihood of effectiveness, and strong potential to serve as a model to others
- projects should build on the strengths of the community to respond to identified issues and priorities
- projects should use, enhance, mobilize or expand the skills, capacities and assets of local people and their community
- where appropriate, those affected by the initiative should be involved in the development, implementation and evaluation of the project
- the organization should demonstrate a commitment to the project through a contribution of human and/or financial resources
- significant and appropriate support from other funding sources (including community) should be evident
- there should be evidence of collaboration with the community and/or other agencies in the field

- the organization should demonstrate inclusiveness and respect for cultural diversity
  - projects that will be ongoing after the grant's end should provide realistic plans for longer-term funding
  - organizations should usually have at least 50% of their funding in place when they apply
- Kent-Harrison Foundation disperses its funding to many groups throughout our community working in many fields of interest. It is therefore necessary to limit the frequency of applications from any one organization to ensure more equitable access for all organizations
- usual grant range --\$500 to \$2500

## Ineligible Requests

- 100% of a project's costs
- an organization's operational or core expenses
- retroactive funding or for any project expenses to be incurred prior to the Foundation's decision date
- debt retirement or reserves; mortgage pay-downs
- fund-raising activities
- office equipment and furniture (e.g., computers)
- activities of religious organizations that serve primarily their membership and/or direct religious purposes, unless the community at large will benefit significantly
- sabbatical leaves
- medical facilities
- school construction (including post secondary)
- support for academic or dissertation research
- computer labs
- endowment grants

## THE APPLICATION PROCESS

Kent-Harrison Foundation has a two-stage process. The process requires submission of a formal grant application in quadruplicate by a specific deadline date.

**NB: APPLICANTS SHOULD ALLOW AT LEAST 3 MONTHS FOR THE ENTIRE PROCESS**

### Grant Application

Applications are available at Agassiz-Harrison Community Services. Each grant application form includes specific instructions for completion. This application must be postmarked by the deadline.

**NB: Applications received after the deadline will not be considered for grants during the current grant cycle.**

The Advisory Committee will consider your application and make a recommendation to the Board. A final decision will be available approximately twelve weeks after the deadline date. You will receive written notification of the Board's decision, along with the terms and conditions of any grant that has been awarded.

Submitted materials become the property of Kent-Harrison Foundation. Final decisions on all grants rest with the Foundation and access to its decision is restricted.

**NB: GRANT APPLICATION DEADLINES**  
The annual deadline for receiving grant application forms  
September 30.

**Grants will ONLY be considered if submitted in QUADRUPPLICATE to:**

**Kent-Harrison Foundation**  
**Attention: Gina Reimer**  
**PO Box 618**  
**Agassiz, BC**  
**V0M 1A0**

The box below provides a summary of the entire process to guide your project planning. Please remember to allow a minimum of 12 weeks (three months). The Kent-Harrison Foundation does not provide retroactive funding. All funded activities must begin after the decision date.

<b>ACTION</b>	<b>TIMELINE</b>
Applicant submits completed grant application form.	By application deadline.
Committee assesses application and discusses project with the applicant.	Two to eleven weeks after the deadline (depending on Advisory Committee schedule).
Applicant receives final decision.	Approximately 12 weeks after deadline.

**After Grant has been awarded**

Kent-Harrison Foundation expects the following from grant recipients: – approval from the Director prior to any alterations in plan – proper fiscal management – thorough and well-planned project evaluation – final reports (financial and descriptive) – public recognition of the support received from the Kent-Harrison Foundation.