

Lakeview Community Association
Community Grant Policy

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PURPOSE

This document contains the policies and procedures around Grants allocated by the Lakeview Community Association. The document is divided into four sections:

- *LCA Funds Available for Grants*, which describes the process followed by the LCA to allocate funds for the Grant Program.
- *Grant Eligibility Rules*, which describes who can apply for grants, and the allowable uses for grant funds
- *Grant Application Process*, which describes how and when to apply for an LCA grant
- *Selection and Delivery*, which describes how grants are approved, and funds delivered to successful applications.

Please note:

- Throughout this document, the term “Grant” refers specifically to funds made available by the LCA to other community groups.
- Dates mentioned in the policy are guidelines only. They are included to assist applicants in creating the application.

Article I. **Determining LCA Funds available for Grants**

Article 1.1 What funds are available for grants?

(a) Policy

- Each fiscal year, the LCA executive will budget for community grants. The budget amount is a guideline, and may be altered throughout the year as circumstances dictate.

Article II. **Grant Eligibility Rules**

Article 1.1 Who can Apply for Grants?

(a) Policy

- Any non-profit, volunteer organization based in the Lakeview Community may apply for a Grant.

Article 1.2 What can Grants be used for?

(a) Policy

- Grants must be used for a defined Project, or phases of projects. “Project” is defined as a one time event with a specific beginning and an end.
- The Project that will benefit the community as a whole.
- The Project must be accessible to the entire community without fees.
- The Project must be funded primarily (minimum 60%) from within the applying group.

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Article III. Grant Application Process

Article 1.1 How can groups apply for grants?

(a) Policy

- Applications must be made in writing, to the Chairperson of the LCA.
- A Grant Application Form must be included in the application (see Appendix 2)
- Applications must be received by the LCA chairperson by January 31, to be considered for the current fiscal year (August – September).
- Applicants may be required to attend an LCA executive meeting to present their project, and answer any questions about the Grant Application.
- Successful applicants are **expected** to attend an LCA executive meeting after the grant has been received, to describe the results of their project.
- Applications must include a description of the project, planned implementation dates, funding required for the project, project budget, planned methods of obtaining funding for the complete project, and the amount of funding requested from the LCA.

Article 1.2 How are applicants notified of their Grant Status?

(a) Policy

- Applicants will be notified in writing that their Grant application has been received.
- Applicants will also be notified in writing when the application has been accepted. In order for an application to be accepted, all required information as outlined in Article III.1 (a) must be complete.

Article IV. Selection and Delivery

Article 1.1 Approval Process

(a) Policy

- Applications will be discussed during the LCA Executive Meetings as they are received, but final approval will be granted at the March LCA Executive Meeting.
- During the March meeting, all Grant applications, and evaluation results, will be tabled and discussed. Each application will be dealt with in one of the following ways:
 - The Application is declined, and funding will not be provided.
 - The Application is approved, and the requested level of funding is approved.
 - The Application is approved, and a different funding level is approved, based on evaluation results.

Article 1.2 Delivery of Funds

(a) Policy

- All LCA grants will be delivered to successful applicants by mail.

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APPENDIX 1: Grant Process Timeline

DATE	ACTIVITY
September	· LCA Budget Approved
October 1 – May 31	· Grant Applications Accepted
October through June	· Grant Review and Decisions at LCA Executive Meetings
October through June	· Applicants notified whether their grant has been approved · Grant payments delivered to successful applicants

If you have questions about the LCA Grant, please contact the LCA Special Projects Coordinator at: specialprojects@lcaregina.ca.

APPENDIX 2: Grant Application Form (Handout to Applicants)

See attached document “LCA Grant Application Form”