



## GRANTING GUIDELINES

Osprey Community Foundation was founded in 2000 to improve the quality of life for Nelson area residents by distributing income from its permanent endowment funds to a broad range of eligible organizations and activities.

While the endowed portion of Osprey Community Foundation presently stands at almost \$8 million, much of the earned income is already targeted by donors for specific purposes. *Only funds generated by our non-designated community funds are available through the application process outlined here. These represent a small portion of our overall endowment.*

### 2017 SUBMISSIONS

For 2017 approximately \$20,000 is available for general community granting. If you apply for a grant, please keep in mind the average value of individual grants last year was just over \$1,000.

**Deadline for applications is 5:00 p.m., Friday, March 31, 2017.** Grants will be awarded by the end of May. Grant recipients will normally have 12 months to complete their projects.

Submit your application – by email, if possible – to:

[admin@ospreycommunityfoundation.ca](mailto:admin@ospreycommunityfoundation.ca)

Otherwise, drop off your application at the Osprey office (slip under the door if no one is there) or mail (post-marked no later than March 31, 2017) to:

**Osprey Community Foundation  
B8 - 625 Front Street  
Nelson, BC, V1L 4B6**

**We prefer receiving applications electronically**, and those signed with a digital signature are acceptable. Alternatively, you can electronically submit your completed application without a signature, and in the event your application is successful, we will obtain a signature at that time.

**Note that you are not permitted to apply for a further grant until any previously-funded projects are completed and Osprey has received the final report.**

For further information, please contact:

Tina Choi, Executive Director, 250 352-3643, [ed@ospreycommunityfoundation.ca](mailto:ed@ospreycommunityfoundation.ca)

### Key Considerations in Preparing Your Application

- Under federal law, Osprey can provide grants only to registered charities or other qualified donees (see **Important Note** at the end). **Please ensure your charitable Registration Number is included in the application. We will be unable to review your application without this number.**
- Projects that qualify for Osprey grants serve residents of the **City of Nelson** and **RDCK Areas E and F**. (Applicants from the North Kootenay Lake, Salmo Valley and Slocan Valley areas may wish to contact our affiliate community funds serving those areas.)
- The grant application form is the primary document considered by Osprey. We may not review other materials submitted in addition to the application form.

- In the **budget** section under **revenues**, include all donors to whom you have applied to for funding or from whom you have already received funding for this project. Osprey may share summary information about your grant application with other local granting bodies.

### Areas of Interest

Osprey considers all eligible funding requests that address genuine need in the community. However we particularly welcome applications for projects that include some of the following elements:

- they help build long-term community capacity and resilience,
- they involve partnerships and collaboration with other organizations,
- they take innovative or creative approaches to addressing gaps or needs, and
- they are designed to leverage further funding which will increase community impact and benefit.

**Eligible projects** may include but are not limited to the following fields of interest:

Arts, Culture and Heritage	Child, Youth and Family
Environment	Health and Education
Recreation and Sports	Seniors
Social and Community Services	Community Amenities

### Ineligible or Low Priority Activities:

We do not want organizations to become dependent on Osprey for their operational sustainability. However we will consider grants for strategic projects that will boost an organization’s operational capacity, or for the launch of new organizations providing programs in emerging and high priority service areas of specific interest to the Foundation, if there is evidence these programs can be sustained.

Other low-priority activities:

Retroactive funding	Deficit reduction
Exclusively travel focused activities	Fund-raising campaigns
Scholarships (We have other funds specifically endowed for scholarships)	Academic and scientific research

### BC Festival of the Arts Legacy Fund Applications:

Individuals and organizations interested in applying for a grant under Osprey’s Arts Legacy Fund should read the special criteria for that fund in the **Arts Legacy Fund Guidelines**. Please attach separate sheets to your application form to show how your proposed project meets the outlined arts-specific criteria. (Otherwise the forms and process are the same.)

### Community Fund for Canada 150<sup>th</sup> (CFC150) Fund Applications:

Individuals and organizations interested in applying for a grant under the CFC150 Fund must read the special criteria for that fund in the **CFC150 Fund Guidelines**.

See our website for [Grant Writing Aids](#) to help you write an effective funding proposal. For instance, a strong application is concise but readable. It explains **why this project** and **why now** and it **specifies what success looks like**.

**Important Note:**

\* Under federal law, the Osprey Community Foundation can only accept applications from *qualified donees* as defined by Revenue Canada. Qualified donees include:

- registered charities (including registered national arts service organizations);
- registered Canadian amateur athletic associations;
- listed housing corporations resident in Canada constituted exclusively to provide low-cost housing for the aged;
- listed Canadian municipalities;
- listed municipal or public bodies performing a function of government in Canada.

Such organizations will have a Revenue Canada Charitable Registration Number. Applicants must either have their own number or be sponsored by another group/organization with one. If you are being sponsored by another group, your application must include a letter from them, indicating their commitment to your project. Sponsoring charities should ensure that they comply with CRA regulations.

The City of Nelson may agree to sponsor select projects, for instance those taking place in City-owned facilities such as the Nelson & District Youth Centre. Ask us about the specific form we have available for requesting City of Nelson sponsorship.