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GRANTS MANAGEMENT

4.01 Grants Policy

Contents

a) Granting Principles	2
b) General Eligibility & Criteria	3
Minimum Eligibility for all YKCF Grants	3
c) Minimum Ineligible Costs.....	3
Minimum Ineligible Costs for all YKCF Grants to Organizations	3
General Ineligible Costs for all YKCF Grants to Individuals	3
d) Eligibility & Criteria per Fund	4
Eligibility & Criteria: Yellowknife Community Fund	4
Eligibility & Criteria: Northern Legacy Fund.....	5
Eligibility & Criteria: Resilient Communities Fund	7
Eligibility & Criteria: Yellowknife Small Neighborhood Grants	8
Eligibility & Criteria: Externally Restricted Funds Grants.....	9
e) General Granting Policies.....	10
Grant Disbursement Budget	10
Project Budgets.....	10
Publication of Grants Program.....	10
Terms of the Grant Agreement.....	10
Project Check-Ins	12
f) Application Procedure	13

a) Granting Principles

All grants are made only to support the purposes as stated in the Yellowknife Community Foundation's ("YKCF" and/or "Foundation") charitable purposes and in accordance with the policies from time to time approved by the Board of Directors.

The Foundation bases its granting on the following principles:

- i. **Innovation:** We prioritize projects that address a clear and demonstrated need, have a strong likelihood of success, and offer the potential to serve as a model for others.
- ii. **Collaboration:** We support initiatives that leverage partnerships and collaborations to maximize the impact of limited resources.
- iii. **Community-Driven:** We favour projects that harness the strengths of the community to address identified issues and priorities.
- iv. **Applicant Commitment:** We value applicants who demonstrate a strong commitment to their projects by contributing their own human, financial, and/or organizational resources.
- v. **Broad Support:** We seek evidence of significant and appropriate backing from other funding sources, including the community.
- vi. **Equity, Diversity, and Inclusion:** We are committed to supporting projects that actively promote equity, diversity, and inclusion.
- vii. **Sustainability:** We prioritize projects that demonstrate a strong likelihood of achieving long-term impact through realistic plans for securing ongoing funding after the initial grant.
- viii. **Comprehensive Support:** We aim to fully fund requests wherever possible, ensuring projects have the resources needed to succeed.

b) General Eligibility & Criteria

Minimum Eligibility for all YKCF Grants

For-profit organizations are not eligible to receive grants from the Foundation.

The minimum eligibility requirements for all YKCF grants to organizations include:

- i. Qualified donees as defined in the Income Tax Act, and eligible beneficiaries that align with the charitable purposes of YKCF
- ii. Non-qualified donees as defined in the Income Tax Act and that align with the charitable purposes of YKCF. Non-qualified donees must pass an additional due diligence check to determine risk level of the organization
- iii. Projects, programs and/or activities must occur in the area of operation of the Foundation or be a direct benefit to the residents of the area of operation of the Foundation or as defined in a specific Gift Agreement (i.e. some funds are Yellowknife only)
- iv. All applicants must be in good standing with the Foundation, including but not limited to completion of reporting from previous grants and grant recognition requirements
- v. Qualified donees must be in good standing with the Canada Revenue Agency
- vi. All eligible recipients must be in good standing with any relevant governing bodies with which they must be registered

The minimum eligibility requirements for all YKCF grants to individuals include:

- i. Must be 12 years old or over. Individuals under the age of majority must have an adult designated to receive and hold the funds on their behalf
- ii. Must be a resident of Canada for at least 12 continuous months prior to applying.
- iii. Must provide proof of a charitable purpose as defined by the Fund's Grant Schedule and the Canada Revenue Agency

Externally restricted funds may have additional eligibility criteria beyond those expressed above, as outlined in their Gift Agreement.

c) Minimum Ineligible Costs

Minimum Ineligible Costs for all YKCF Grants to Organizations

- i. Activities of religious organizations that serve primarily their membership and/or direct religious purposes
- ii. Political activities, specifically directly or indirectly supporting or opposing a political party or candidate for public office
- iii. The establishment of or addition to endowment funds
- iv. The establishment of or addition to operating reserves

General Ineligible Costs for all YKCF Grants to Individuals

- i. Any costs whereby the applicant/recipients cannot provide a receipt
- ii. Activities primarily serving the members of a religious group or focused on

- advancing specific religious purposes.
- iii. Political activities that involve directly or indirectly supporting or opposing a political party or candidate for public office.

Externally restricted funds may have additional ineligibility costs beyond those expressed above, as outlined in their Gift Agreement.

d) Eligibility & Criteria per Fund

Granting eligibility and criteria for our funds are outlined below. These include:

- Yellowknife Community Fund
- Northern Legacy Fund
- Resilient Communities Fund
- Yellowknife Small Grants Program
- Externally Restricted Funds

Eligibility & Criteria: Yellowknife Community Fund

Purpose: To address a wide range of charitable needs in the Yellowknife area.

The Yellowknife Community Fund has two streams for application from organizations: Community Enrichment & Organizational Capacity.

On an annual basis, the Foundation will allocate a percentage of the annual distributable amount to each stream, aiming to meeting an 80%/20% ratio for Community Enrichment/Organizational Capacity

Eligibility & Criteria	
Community Enrichment Purpose: to support community initiatives in the Yellowknife area. Organizations may apply for a grant that complements their new or ongoing programs and initiatives. Each year, the YKCF board may set priorities for the community enrichment stream of the fund, based on major community needs and feedback from community partners.	Organizational Capacity Purpose: to support organizational needs and to strengthen the non-profit and charitable sector in Yellowknife. Organizations may apply for a grant for professional training or learning opportunities for their staff and board.
Eligibility: <ul style="list-style-type: none"> • Activities must occur in the Yellowknife, Dettah, and N'dilo areas 	Eligibility: <ul style="list-style-type: none"> • Activities must occur in the Yellowknife, Dettah, and N'dilo areas

<p>or be of direct benefit to Yellowknife area residents</p> <p>Criteria:</p> <ul style="list-style-type: none"> • The application must be a complement to new and/or existing programs, projects and/or activities • Only one application per organization is permitted per year <p>Eligible Costs:</p> <ul style="list-style-type: none"> • Capital projects incl. renovations • Wages • Program costs (ex. food, purchase of equipment or materials) • Administration costs up to 15% of the total proposed budget <p>Ineligible Costs:</p> <ul style="list-style-type: none"> • Travel for the purpose of organizational capacity development (ex. Conferences or workshops for staff) • Rent, mortgage, loans, and utilities 	<p>or be of direct benefit to Yellowknife area residents</p> <p>Criteria:</p> <ul style="list-style-type: none"> • The application may be for any professional training or learning opportunity for staff or board (i.e. provided by an organization or professional) • Priority will be given to training that strengthens the organization's sustainability and directly supports its mission • Only one application per organization is permitted per year • Joint applications from multiple organizations are welcome if the training benefits all involved. <p>Eligible Costs:</p> <ul style="list-style-type: none"> • Fee for training • Course fees • Venue rental • Meeting expenses • Travel/accommodation for trainers only <p>Ineligible Costs:</p> <ul style="list-style-type: none"> • Travel and accommodation costs for board and staff • Staff wages
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Eligibility & Criteria: Northern Legacy Fund

Purpose: To address a wide range of charitable needs in the Northwest Territories.

The Northern Legacy Fund has two streams for application from organizations.

On an annual basis, the Foundation will allocate a percentage of the annual distributable to each stream, aiming to meeting an 80%/20% ratio for Community Enrichment/Organizational Capacity

Eligibility & Criteria	
Community Enrichment	Organizational Capacity

<p>Purpose: to support community initiatives in the Northwest Territories. Organizations may apply for a grant that complements their new or ongoing programs and initiatives.</p> <p>Each year, the YKCF board may set priorities for the community enrichment stream of the fund, based on major community needs and feedback from community partners.</p>	<p>Purpose: to support organizational needs and to strengthen the non-profit and charitable sector in the Northwest Territories. Organizations may apply for a grant for professional training or learning opportunities for their staff and board</p>
<p>Eligibility:</p> <ul style="list-style-type: none"> • Activities must occur in the Northwest Territories or be of direct benefit to Northwest Territories residents <p>Criteria:</p> <ul style="list-style-type: none"> • A priority will be given to activities outside of the Yellowknife area • The application must be a complement to new and/or existing programs, projects and/or activities • Only one application per organization is permitted per year <p>Eligible Costs:</p> <ul style="list-style-type: none"> • Capital projects incl. renovations • Wages • Program costs (ex. food, purchase of equipment or materials) • Administration costs up to 15% of the total proposed budget <p>Ineligible Costs:</p> <ul style="list-style-type: none"> • Travel for the purpose of organizational capacity development (ex. Conferences or workshops for staff) • Rent, mortgage, loans, and utilities 	<p>Eligibility:</p> <ul style="list-style-type: none"> • Activities must occur in the Northwest Territories or be of direct benefit to Northwest Territories residents <p>Criteria:</p> <ul style="list-style-type: none"> • A priority will be given to activities outside of the Yellowknife area • The application may be for any professional training or learning opportunity for staff or board (i.e. provided by an organization or professional) • Priority will be given to training that strengthens the organization's sustainability and directly supports its mission • Only one application per organization is permitted per year • Joint applications from multiple organizations are welcome if the training benefits all involved. <p>Eligible Costs:</p> <ul style="list-style-type: none"> • Fee for training • Course fees • Venue rental • Meeting expenses <p>Ineligible Costs:</p> <ul style="list-style-type: none"> • Travel and accommodation costs for board and staff • Staff wages

Eligibility & Criteria: Resilient Communities Fund

Purpose: To support communities across the Northwest Territories in long-term recovery efforts to rebuild after emergency response.

Eligibility:

- Priority will be given to municipalities as defined under the *Cities, Towns, and Villages Act* of the NWT, reserves as defined by the Indian Act, and Indigenous governments that have signed self-government agreements within the NWT that have felt the effects of environmental disaster or emergency in the last year
- Activities must occur in the Northwest Territories or be of direct benefit to Northwest Territories residents

Criteria:

- Initiative must be to support recovery and rebuilding after environmental crisis or emergency. Grants will not support response efforts
- Priority for funding initiatives that are not funded by the federal government or territorial government or partial funding for initiatives funded by federal government or territorial government

Eligible Costs:

- Capital projects incl. renovations
- Wages
- Program costs (ex. food, purchase of equipment or materials)
- Travel in the NWT
- Administration costs up to 15% of the total proposed budget

Examples:

- Housing improvements: creating safer, more resilient housing that could better withstand future wildfire and flood risks
- Housing support: assisting residents who lost their homes or had their homes damaged due to wildfire or floods
- Mental health supports: addressing trauma, stress, and anxiety related to evacuations, displacement, and uncertainty
- Community healing initiatives: Bringing people together for emotional and social recovery, including cultural or recreational events to rebuild community bonds (ex. youth peer support groups, community-led mural installation, elder-led healing gatherings, community feast and cultural activities, art therapy sessions)
- Educational support: literacy support for youth who were out of school for an extended period due to evacuation

- Training and resilience building: training that allows communities to be more resilient in the case of future environmental emergencies
- Crisis response planning: developing crisis response plans for future use
- Environmental restoration: restoring natural habitats and promoting sustainable practices

Eligibility & Criteria: Yellowknife Small Neighborhood Grants

Purpose: To fund grassroots projects that Advance community well-being, foster connection, and address social challenges.

Eligibility:

- Projects must take place in Yellowknife and/or benefit residents of Yellowknife

Criteria:

- Projects must benefit the local community
- Projects must be free to attend, accessible, and welcoming to community members. Grant recipients may not charge entrance fees or request donations from participants. Grant recipients may not fundraise for other projects and/or organizations during your event. However, grant recipients are welcome to seek donations or gifts in kind from local businesses to help support the project.
- Projects should have a clear and achievable plan for implementation
- Projects taking place on neighbourhood streets or public spaces and/or parks must follow municipal by-laws and have proper permits if required.

Examples of Eligible Projects:

- Community garden or beautification projects
- Neighborhood events or gatherings that foster connections among residents
- Small-scale art or cultural projects that celebrate the community
- Initiatives that support local environmental sustainability efforts

Eligible Costs:

- Materials and supplies directly related to the project
- Venue rental for community events
- Marketing and promotional costs for the project
- Equipment rentals needed for the project's execution
- Honorarium up to a max. of \$350 per project for skills or knowledge contribution, including the grant recipient

Ineligible Costs:

- Projects that promote religious or political activities

- The purchase of alcohol or drugs
- Expenses incurred before the grant approval date

Eligibility & Criteria: Externally Restricted Funds Grants

Eligibility:

- As outlined in the Gift Agreement / Memorandum of Understanding for the fund

Criteria:

- As outlined in the Gift Agreement / Memorandum of Understanding for the fund

Eligible and Ineligible Costs:

- As long as the costs align with the Fund's purpose, they are unrestricted unless specified otherwise in the Gift Agreement.

e) General Granting Policies

Grant Disbursement Budget

The total of all grants and allocations in any year will be determined by the Finance Committee and approved by the Board, and will meet the minimum disbursement quota in terms of the amounts and timing as required by the Income Tax Act.

Project Budgets

All grant requests \$5,000 and more shall be required to complete a project budget utilizing a basic budget template provided by YKCF.

Publication of Grants Program

The Foundation will publish information about the availability of grants and granting procedures in the NWT area media and on the YKCF website.

Direct Granting to Non-Qualified Donees

YKCF will assess non-qualified donees via recommended accountability tools including utilization of a Risk Assessment based on CRA guidance. The risk level then sets out the terms for the grant agreement.

Terms of the Grant Agreement

Grant recipients shall enter into an agreement in a standard form approved by the Foundation, and no portion of any grant shall be paid prior to receipt of the duly executed agreement.

When granting to registered charities, YKCF's standard grant agreement terms include a one-year project period starting from the decision date.

Extensions and Budget Revision Requests for Registered Charities

- For project extensions and budget revision requests to be approved, they must be submitted through phone call, in-person, or email as soon as the recipient becomes aware of the need, and no later than 30 days before the project period ends.
- For funding amounts of less than \$10,000, extensions of up to 6 months may be granted by YKCF staff with proper rationale, if requested within the grant's project period as per the grant agreement, and will report such approvals to the Board at its next scheduled meeting.
- Extensions exceeding 6 months for funding amounts of less than \$10,000 require board approval with proper rationale.
- Extensions for funding amounts of \$10,000 and more require board approval with proper rationale.
- A proper rationale for an extension must demonstrate a valid reason (ex. Unforeseeable circumstances or issues out of the organization's control) for the delay and an indication

that valid effort (ex. Documented progress, past communication with YKCF, attempted solutions) had been put in to complete the project as outlined in the project proposal. The request should include a revised timeline and an explanation of how the extension will ensure the project's successful completion.

- YKCF staff may approve budget variations less than \$10,000 with proper rationale, and will report such approvals to the Board at its next scheduled meeting.
- Budget variations of \$10,000 and more from the approved budget and/or project ordinarily require prior approval by the Board with proper rationale.
- A proper rationale for a budget revision should clearly explain why the change is necessary and how it aligns with the original intent of the funding. The request should outline the specific budget lines affected, provide justification for the reallocation, and demonstrate that the revision will still achieve the project's intended outcomes.
- Funding is disbursed in a single installment upon signing the agreement.
- Final project reports must be submitted within 90 days after the project period ends.
 - Final project reports for projects receiving \$5,000 or more must include a budget and expenditure report

When granting to non-qualified donees, YKCF's standard grant agreement terms include:

- A one-year project period starting from the decision date.
- Extensions of up to 6 months for funding amounts of less than \$5,000 may be granted by YKCF staff with proper rationale, if requested within the grant's project period as per the grant agreement. Extensions exceeding 6 months for funding amounts of less than \$5,000 require board approval with proper rationale.
- Extensions requested after the grant's project period as per the grant agreement require board approval with proper rationale.
- A proper rationale for an extension must demonstrate a valid reason for the delay and an indication that valid effort had been put in to complete the project as outlined in the project proposal. The request should include a revised timeline and an explanation of how the extension will ensure the project's successful completion. If the request is made after the project period has ended, the request must also include a valid reason as to why the request was submitted late.
- Extensions for funding amounts of \$5,000 and more require board approval with proper rationale.
- The Executive Director may approve budget variations less than \$5,000 with proper rationale and will report such approvals to the Board at its next scheduled meeting.
- Budget deviations of \$5,000 and more from the approved budget and/or project ordinarily require prior approval by the Board with proper rationale.
- A proper rationale for a budget revision should clearly explain why the change is necessary and how it aligns with the original intent of the funding. The request should

outline the specific budget lines affected, provide justification for the reallocation, and demonstrate that the revision will still achieve the project's intended outcomes.

- Funding is disbursed in two or more installments of varying proportions, determined by the risk level assessed using accountability tools.
- Mid-term reports are required before the next installment can be released to the grantee.
- Final project reports must be submitted within 90 days after the project period ends.
 - Final project reports must include an expenditure report. Final project reports for projects receiving \$5,000 or more must include a budget and expenditure report

Project Check-Ins

YKCF staff will check in on all projects after 6 months has elapsed via an automated email, requesting a response to confirm that the project is on track to end by the project end date. If no response is received within a month, YKCF staff will phone the recipient.

YKCF staff will check in on all projects two months prior to the project end date via an automated email, reminding the recipient of the upcoming project end date, and reporting deadlines, and request a response to confirm receipt. If no response is received within a month, TKCF staff will phone the recipient.

Returning Funds

If a grantee is unable to use the full amount of their grant whether due to project cancellation, changes in need, or other circumstances, any unspent funds must be returned to YKCF. There is no penalty for returning unused funds, and doing so ensures the funds can be reinvested into the community through future granting opportunities. YKCF recognizes that circumstances may change and appreciates transparency from grantees in these situations.

Trigger Events

The Grantee shall return to the Foundation any funds not expended in accordance with these Grant Terms and Conditions, should any of the following events occur:

- if the project does not start by the Grant Start Date;
- if the Grant has not been fully used by the Grant End Date; or
- if the Foundation determines that the Grantee has not complied with the Grant Terms and Conditions as per the Grant Agreement.

Unspent funds must be returned within 15 days of either the project report deadline or the notice to return funds if the grantee is found noncompliant with the grant terms and conditions, whichever comes first. If any funds have been spent, an expense report must be submitted at the same time.

Default Destination

Unspent funds from a grant, once returned, shall be immediately returned to the Fund they were disbursed from, unless the Board moves to direct them elsewhere.

f) Application Procedure

i. Submission of Applications

The Foundation accepts grant applications primarily online. Grant applications in final form shall be submitted to the online platform by the deadline date. An application in final form shall consist of the original completed online application form and such additional copies and supplementary information as may be required. In the event an organization is not able to access and/or use the online system, Foundation staff will assist with the completion of the application. Such arrangements must be completed prior to the deadline date.

When an application is received, it is reviewed by staff for basic requirements of eligibility and good standing. The Grants Committee and/or other review bodies as appropriate will then consider applications and make recommendations to the Board. Final decisions on granting shall be the sole responsibility of the Board. The Board's decision is final and not subject to appeal.

For grant applications submitted outside the annual grant cycle that are time-sensitive and cannot follow the standard review process, the application may bypass the Grants Committee and go directly to the Board for review and approval. This exception allows YKCF to respond swiftly to urgent opportunities while ensuring oversight and alignment with our granting priorities. Time-sensitive applications generally involve activities occurring within two months of the application submission date, and outside of the annual granting application period.

ii. Communications

All communication regarding grant applications or potential applications shall be channeled through the Executive Director or whomever they appoint. Board and Grants Committee members shall avoid personal intervention.

Grant approvals shall be formally and publicly announced. All grant applicants shall be informed of the Board's decision in advance of public announcements.

Monitoring: This policy will be reviewed every three years.

Board Acceptance: This policy was approved/reaffirmed at the March 26 2025 Board meeting.